



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM



# **SEN Teaching Assistant (Maternity Cover)**

## **Recruitment Pack**



## WELCOME FROM OUR PRINCIPAL – Ruthie Jacobs

Dear Applicant,

I am delighted to welcome you to Laureate Academy and thank you for your interest in joining our team. At Laureate, our ethos is at the heart of everything we do, and we are steadfast in our commitment to it. We believe that every student should have access to an education that offers *"the best that has been thought and said."* As a team, we are dedicated to providing a **knowledge-rich and stimulating education** complemented by a strong **extracurricular programme** and **robust pastoral support**, enabling every student to thrive and pursue a future full of choice and opportunity.

We are committed to creating an academy with **high standards of teaching and behaviour**, ensuring that no child is left behind. Everything we do is framed by our three core values: **Knowledge, Aspiration, and Respect**. We encourage students to *"Work Hard, Aim High, and Be Kind,"* and these values guide the work we do as staff, too.

Thank you for your interest in the SEND Teaching Assistant role. **This is an exciting opportunity for an enthusiastic and dedicated individual to join our team and contribute to the continued success of Laureate Academy.**

As part of our team, you will be instrumental in shaping our students' academic journey and personal growth. If you share our passion for high standards, student success, and a commitment to shaping well-rounded individuals, we would love to hear from you.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals with the skills and experience to fulfil the requirements of the job description, and whose values and qualities align with those in the person specification. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you would like to discuss the role in more detail, please do not hesitate to contact Chloe Giles, HR and Office Manager, at [HR@laureate.futureacademies.org](mailto:HR@laureate.futureacademies.org).

We look forward to receiving your application.

**Best wishes,**  
Ruthie Jacobs  
**Principal**





## JOB DESCRIPTION

<b>JOB TITLE:</b>	SEN Teaching Assistant
<b>LINE MANAGER:</b>	SENCo
<b>HOURS:</b>	37 hours per week
<b>SALARY:</b>	<p><b>NJC Support Staff Pay Scale 3, point 5 to 6, £24,790 to £25,183 pa. Actual salary £20,959.99 to £21,929.27 pa.</b></p> <p>Starting salary to be confirmed upon appointment, subject to experience.</p>
<b>CONTRACT TYPE:</b>	Fixed-Term, Maternity Cover. 1-year.
<b>PLACE OF WORK:</b>	Laureate Academy
<b>RIGHT TO WORK:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
<b>HOLIDAY ENTITLEMENT:</b>	N/A – School holidays
<b>STAFF BENEFITS:</b>	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none"><li>• A supportive ethos and concern for the well-being of all colleagues.</li><li>• Excellent CPD opportunities and career progression.</li><li>• Employer Contributions to Local Government or Teachers Pension Scheme.</li><li>• Mintago – employee benefits platform.</li><li>• Employee Assistance Programme.</li><li>• Access to a Virtual GP</li><li>• Eye Care Voucher scheme.</li><li>• Partnership with YellowNest -Salary sacrifice childcare.</li></ul> <p>For further information regarding our staff benefits, please visit our <a href="#">website</a>.</p>
<b>PROBATION PERIOD:</b>	The post holder will be required to complete a 4-month probation period



## **PURPOSE OF THE ROLE**

The SEN Teaching Assistant will:

- Provide learning and care support for pupils with special educational needs (SEN)
- Work with the teacher to plan and deliver activities
- Support pupils with routines, transitions and behaviour management

## **MAIN RESPONSIBILITIES AND TASKS**

### **SUPPORTING PUPILS**

- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education and support plans

### **TEACHING AND LEARNING**

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use IT skills to advance pupils' learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable
- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher or SEN co-ordinator (SENCO)

### **WORKING WITH STAFF, PARENTS/CARERS AND RELEVANT PROFESSIONALS**

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with parents and carers under the direction of teachers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## PROFESSIONAL DEVELOPMENT

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## OTHER

- Participate in curriculum, pastoral, administration, and organisation meetings.
- Contribute to the work of pastoral teams.
- Take responsibility for own professional development and keep up to date with research and development
- Cover for absent colleagues in accordance with school policy.
- Contribute to examination arrangements.
- Implement school policies consistently and follow the procedures outlined in the Staff Handbook.
- Carry out any other reasonable responsibilities compatible with the role and grade of this post.

## SAFEGUARDING

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time.

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

## 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.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including a Grade 4 (previously Grade C) in English and Maths</li> <li>• Level 3 Teaching Assistant Qualification or willingness to undertake</li> <li>• Experience working in a school environment or other educational setting</li> <li>• Experience working with children / young people with special educational needs (SEN)</li> <li>• Experience planning and delivering learning activities</li> </ul>	<ul style="list-style-type: none"> <li>• Courses of further study relevant to the post</li> <li>• Evidence of active involvement in professional development</li> </ul>
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>• Excellent communication and presentation skills</li> <li>• Excellent use of IT systems such as excel, word, outlook</li> <li>• An understanding of and commitment to the ethos of the Academy and the wider trust</li> <li>• Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust</li> <li>• Tact, diplomacy, discretion and confidentiality at all times</li> <li>• Ability to work to and achieve tight and /or changing deadlines</li> <li>• Excellent organisational skills, ability to prioritise work for self and others</li> <li>• Excellent team skills and the ability to network effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Experience using school based HR systems</li> </ul>
<b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		
	<ul style="list-style-type: none"> <li>• The ability to remain discreet when privy to confidential information</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Commitment to the safeguarding and promotion of the welfare of all children and young people</li> <li>• Commitment to equality and diversity</li> </ul>	

## WHAT CAN WE OFFER YOU?

**1**

Colleagues who care about the children they serve and each other.

**2**

A curriculum that is centrally resourced and locally owned.

**3**

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

**4**

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

**5**

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

**6**

A two-week October half term with no reduction in holidays elsewhere.

**7**

Integrated instructional coaching through StepLab, enabling feedback which is timely, developmental and low-stakes.

**8**

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

**9**

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

**10**

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

## APPLICATION PROCESS

### 1. Applying for the role

- To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **Thursday, 24 April 2025**. Applications after this date will not be considered.

### 2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

### 3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

### 4. Taking up the post

- The successful candidate will take up the post as soon as possible.

### 5. Additional information

- For further information please email [HR@laureate.futureacademies.org](mailto:HR@laureate.futureacademies.org) and a member of the HR team will contact you.

### 6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

