



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM



# Teaching Assistant Recruitment Pack



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Teaching Assistant
<b>RESPONSIBLE TO:</b>	Special Educational Needs and Disabilities Coordinator (SENDSCO)
<b>HOURS:</b>	Full time
<b>Contract:</b>	37.5 hours a week. Term time (37 weeks) + 5 INSET days
<b>SALARY:</b>	<p>NJC scale 2/3 points 3-6 <b>£24,027-£25,183</b> + Fringe allowance £1013 (FTE)</p> <p>Actual salary <b>£20,302.81-£21,279.63</b> Fringe allowance £855.99</p> <p>Starting salary to be confirmed upon appointment, subject to experience.</p>
<b>PLACE OF WORK:</b>	The Grange Academy, London Road, Bushey, WD23 3AA.
<b>RIGHT TO WORK:</b>	<p>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</p>
<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>• Salary sacrifice childcare</li></ul>
<b>PROBATION PERIOD:</b>	The post holder will be required to complete a 6-month probation period

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## **PURPOSE**

The teaching assistant will provide support to teachers in the classroom, aiding in the delivery of effective education and creating a positive learning environment that outstanding attainment and progress are secured at key stages 3, 4 and 5.

## **MAIN RESPONSIBILITIES AND TASKS**

- To participate in the planning of a range of activities for an individual or group of pupils.
- To assist in preparation and adaptation of teaching materials, equipment etc which facilitates the pupils' access to the curriculum.
- To work with pupils either 1:1 or in small groups as directed by the Curriculum Leader and/or Class Teacher and or SENDCo.
- To assist with procedures for the monitoring, assessment and recording of the students' progress.
- Work under the direction of the class teacher, SENCO or a member of the Senior Management Team to carry out work and tasks set by the teacher.
- Assist the teacher and work as directed in preparing the classroom and resources for planned work to take place.
- To work with teachers to identify and respond appropriately to students' individual needs, assisting students in areas of specific difficulty.
- To assist the teacher in setting appropriate learning and behaviour expectations of students and supporting students appropriately to achieve these.
- To contribute where appropriate to any multi-disciplinary discussion of the students' needs/ progress, to contribute to informal reviews and annual reviews.
- Accompany teachers and students on school visits and in other activities outside of the classroom, taking responsibility for specific students or small groups as directed by the teacher. Assist with the planning of these visits.
- Follow all The Grange Academy policies and procedures, in particular those related to health and safety, child protection, behaviour management, inclusion, equality and data protection.
- Have a flexible and proactive approach to ensure the needs of the children are being met with the support of the team. To work collaboratively with other Teaching Assistants; sharing resources, planning and pupil strategies.
- To participate in relevant staff development activities.

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 potholder'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.

## **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.

## PERSON SPECIFICATION

	Essential	Desirable
<b>QUALIFICATIONS</b>	Qualified to degree level or equivalent experience	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• High level of ICT skills, including advanced MS Office. This includes proficiency in spreadsheets, word processing and database understanding as well as the ability to adapt to new ways of working in this area</li> <li>• Experience of working in a school or other educational environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with other school-based systems.</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Creativity with the ability to analyse problems and formulate different approaches leading to resolution.</li> <li>• The ability to maintain professionalism and maintain confidentiality</li> <li>• The ability to solve problems and provide solutions to challenges that arise</li> <li>• The ability to prioritise work accurately and efficiently</li> <li>• Excellent organisational, planning and time management skills.</li> <li>• To be able to remain calm, efficient and positive under pressure</li> <li>• The ability to work on own initiative and be decisive</li> <li>• The ability to work as a member of a collaborative team</li> <li>• Positive interpersonal and communication skills including an excellent telephone manner, tact and patience.</li> <li>• The ability to remain discrete when privy to confidential information</li> </ul>	
<b>PERSONAL COMPETENCIES AND QUALITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undertake further training</li> <li>• Have a willingness to demonstrate commitment to the Future Academies values and behaviours</li> <li>• Committed to Equality, Diversity &amp; Inclusion</li> </ul>	

## **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 **7<sup>th</sup> January 2025 at 12:00noon**. 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 [t.raja@thegrange.futureacademies.org](mailto:t.raja@thegrange.futureacademies.org) and a member of the HR team will contact you.

### **6. Safeguarding**

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