



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Teaching Assistant Recruitment Pack



JOB DESCRIPTION

JOB TITLE: Teaching Assistant

RESPONSIBLE TO: SENDCo

HOURS: 36.5 hours per week (8am – 4pm), 38 weeks per year Term time, + INSET

SALARY: Scale 3 point 5-6 – (£24,790-£25183) FTE pro rata salary (£20947.55-21279.63)

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK: Future Academies Watford, Horseshoe Lane, Watford, WD25 7HW.

RIGHT TO WORK: 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

STAFF BENEFITS: 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:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme

PROBATION PERIOD: The post holder will be required to complete a 6-month probation period

PURPOSE OF THE ROLE

Future Academies Watford is looking for people of outstanding imagination, intellect and passion to join us as we aim to develop excellence in our own students and forge new directions in education.

The Department

The Learning Support Department aims to provide outstanding support to students across the academy, with the aim that students with SEND at Future Academies Watford make progress significantly above the national average. A diverse team of professionals provides support for students with cognitive needs, communication needs, sensory and physical needs, and emotional, social and mental health needs.

The lessons-first policy within the academy, as well as a commitment to inclusive practice, means that the majority of the work of the Department takes place within students' normal timetabled

day. Staff within the Department take their support to students' classrooms, limiting the need for withdrawal where possible. Students with SEND are involved in all areas of academy life. Support is also available for students with social or emotional barriers to learning.

A member of the team would be expected to demonstrate a passion for education within one or two particular subject areas, and the ability to give high-quality support across the key stages and range of abilities. They would also need to work with a positive approach towards our targets and developmental priorities.

MAIN RESPONSIBILITIES AND TASKS

Duties/Expectations of a Teaching Assistant at Future Academies Watford: -

- Provide support to an outstanding level for all years, abilities and qualifications;
- Contribute to outstanding attainment and progress at all key stages;
- Play a central role in the Learning Support Department, including contributing to after-school activities, trips, open days and so on;
- Have an excellent working understanding of the learning needs of the students with whom you work. This may include liaising with colleagues within the Learning Support Department, and accessing attainment data and information from EHCPs/Educational Psychologist reports;
- Make a vital contribution to the efficient running of the Department, including undertaking administrative and other tasks as delegated by the SENDCo;
- Enhance the quality of Teaching Assistant provision in the Department and wider Academy through sharing resources and good practice and active participation in Continuous Professional Learning;
- Show commitment to working in partnership with one or two subject areas, learning and helping to implement the curricula;
- Support the Academy's aims and objectives for teaching and learning;
- Show flexibility, innovation and intelligence in responding to the needs of the students and Academy as a whole.

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.

General and Academy Responsibilities:

- To support Future Academies Watford commitment to safeguarding children and promoting their welfare at a level appropriate to this role;
- Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person;

- Contribute to the overall ethos and aims of the school;
- Participate in training, other learning activities and performance development as required;
- Attend and participate in meetings as required;
- Any other duties commensurate with the duties and responsibilities of the post;
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including playground and lunchtime supervision;

PERSON SPECIFICATION

	Key Requirements	Essential	Desirable
QUALIFICATIONS	English and Maths Grade C or above or equivalent	✓	
	Training/qualifications in Child Protection		✓
KNOWLEDGE, SKILLS AND EXPERIENCE	Ability to support students in an education environment	✓	
	Able to use school data systems e.g. Bromcom		✓
	Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust	✓	
	Tact, diplomacy, discretion and confidentiality at all times	✓	
	Ability to work to and achieve tight and /or changing deadlines	✓	
	Excellent organisational skills, ability to prioritise work for self and others	✓	
	Experience of working with children and supporting in relation to their attendance, behaviour and wellbeing	✓	
	Excellent team skills and the ability to network effectively	✓	
SPECIFIC SKILLS	A willingness to develop their understanding of Special Educational Needs and Disabilities	✓	
	Be willing to advocate for students who require bespoke teaching and learning approaches	✓	
	Understands the importance of confidentiality and discretion	✓	
	Highly computer literate, with particular skill in using Microsoft Office	✓	
	Able to write clearly and concisely and to produce and maintain documents and systems	✓	
	Able to prioritise workload and hit deadlines	✓	

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 **3rd December 2024 at 08:00**. 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 HRenquiries@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.