



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM



# **Millbank Gardens Academy Teaching Assistant Recruitment Pack**





## WELCOME FROM OUR PRINCIPAL

Welcome to Millbank Gardens Primary Academy, part of Future Academies. We are a warm and welcoming primary school that sits at the heart of our local community. We have a very simple aim, and we work closely with parents and families to achieve it: to set up our children for happy, meaningful lives, full of choice and opportunity.

We want all our children to start secondary school confident in what they have learned, and with the resilience and work ethic to succeed. We know that academic success opens doors for young people. We aim high for our children, and our dedicated, experienced team of teachers and teaching assistants provide the support that they need to get there.

Just as importantly, though, we want them to grow into well-rounded, kind young people, who have had the chance to find and develop their own interests and talents – both through a broad and balanced curriculum, and also through an enviable offer of clubs, trips and other opportunities.

Above all, we work hard to build a culture where every child wants to come to school each day. It is important to us that every child feels safe, known and valued at Millbank Gardens, that they create memories that will last them a lifetime and that they take joy in their learning. As our children progress through the school, they develop the ability to work hard – and they have fun while doing so.

Thank you for your interest in the role of teaching assistant. This is an exciting opportunity for an enthusiastic and dedicated individual to join our team and contribute to the continued success of Millbank Gardens Primary Academy. You will help create a caring and aspirational school culture, deliver evidence-based small group and individual sessions, and work closely with colleagues to ensure the best possible outcomes for children, all within the framework of Future Academies' knowledge-led curriculum.

**Future Academies** is passionate about diversity and inclusivity. We welcome applications from individuals who have the skills and experience to fulfil the requirements of the job description and whose values align with the ethos of our academy. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you believe you have the skills, experience and qualities we are looking for, we strongly encourage you to apply. We look forward to meeting you and learning more about how you can contribute to our vision.

If you would like to discuss the role in more detail, please do not hesitate to contact Anna Gillespie, HR Administrator ([a.gillespie@pimlicoprimary.futureacademies.org](mailto:a.gillespie@pimlicoprimary.futureacademies.org)).

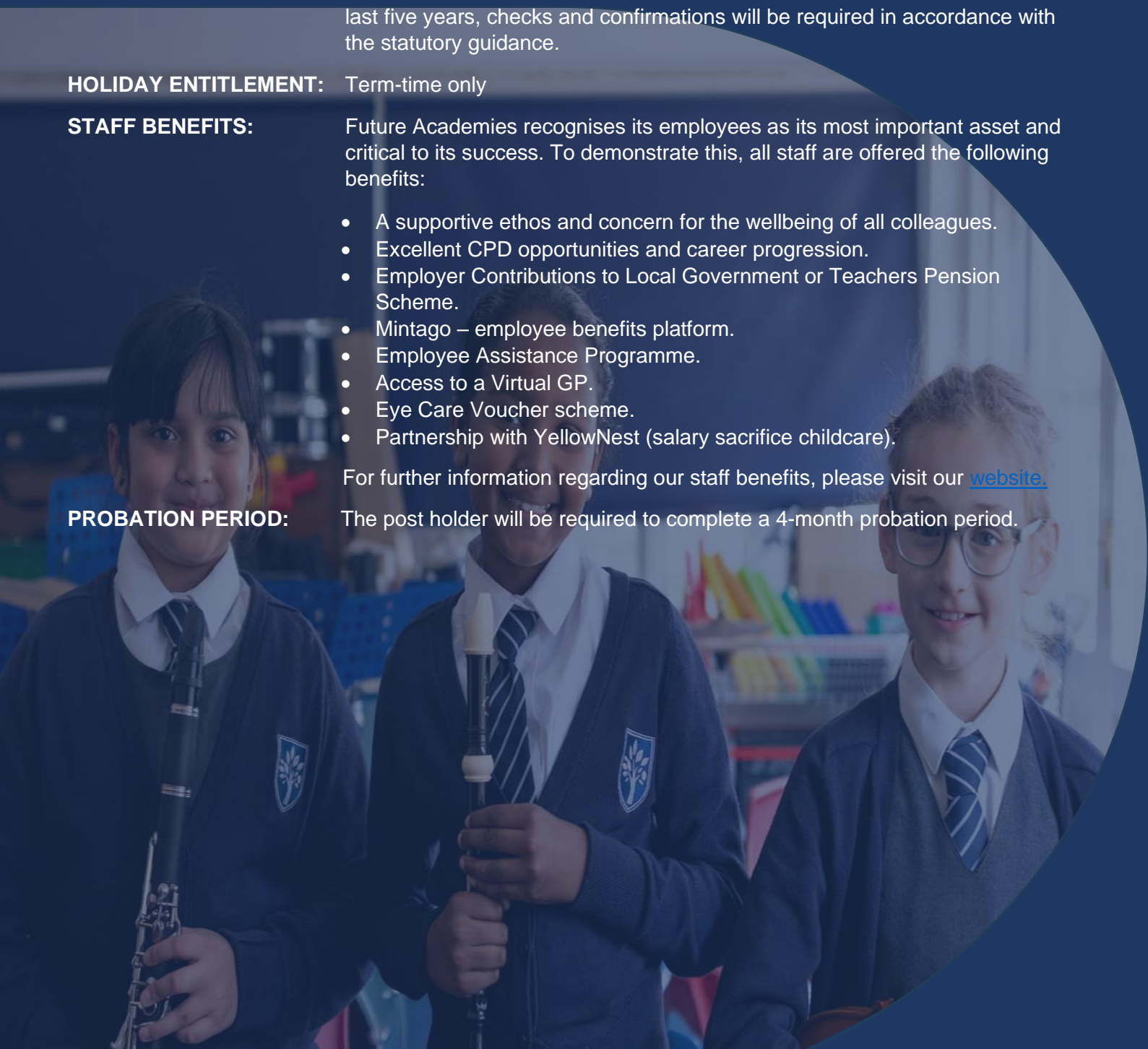
Thank you for your interest, and we look forward to receiving your application.

Dr Antony Smith  
Principal



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Teaching Assistant
<b>LINE MANAGER:</b>	Senior Leadership Team
<b>HOURS:</b>	33.75 hrs per week
<b>SALARY RANGE:</b>	Scale 2 point 3-4, FTE £29286- £29,703 (Actual - £23,213.78-£23,544.32)
<b>PLACE OF WORK:</b>	Millbank Gardens Primary Academy
<b>START DATE:</b>	September 2025
<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, checks and confirmations will be required in accordance with the statutory guidance.
<b>HOLIDAY ENTITLEMENT:</b>	Term-time only
<b>STAFF BENEFITS:</b>	<p>Future Academies recognises its employees as its 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 wellbeing 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

To support students with their academic work and to improve their rate of progress, attainment and aspirations, including by providing outstanding phonics tuition, by delivering evidence-based interventions to small groups and individuals, by providing focused in-class support, and by running extra-curricular activities. To create a positive, caring learning environment where children are known, valued and safeguarded, and where individual needs are met.

## MAIN RESPONSIBILITIES AND TASKS

- Provide high quality education and care appropriate to the developmental needs of the children, working in partnership with their parents, with other colleagues and with other agencies as appropriate.
- Ensure that that all children are supported to keep safe, stay healthy, achieve and enjoy, make a positive contribution and work towards economic well-being.

### Supporting Pupils

- Work with teachers and other colleagues to establish a positive learning environment.
- Work productively with children and with colleagues, setting high expectations, promoting a welcoming, inclusive environment, and fostering independence and resilience.
- Assist with the design and implementation of educational plans to support the achievement of individuals with learning needs.
- Deliver outstanding teaching of and tuition in phonics.
- Deliver agreed teaching programmes and learning activities, showing fidelity to the programmes while making reasonable adjustments according to individual children's needs.
- Support children to access learning activities through specialist support.
- Develop effective relationships with parents.
- Liaise sensitively and effectively with parents/carers, as agreed with teachers.

### Assessment and Evaluation, and Broader Support

- Monitor and evaluate children's participation and achievement in classroom activities, in order to inform future planning and enable responsive teaching.
- Keep appropriate records of individual learners' work and achievements, consistent with school policy, including from observations and through accurate marking of work.
- Provide appropriate and effective feedback as required, including to appropriate external professionals.
- Contribute towards the tracking of the effectiveness of interventions in order to ensure that interventions are well matched to individuals' needs.
- Use this information to inform annual action plans to identify and address areas for improvements.
- Provide clerical/administrative support to teachers as required.
- As required, prepare and maintain equipment and resources.

### Safeguarding and Care

- In partnership with colleagues, contribute to the provision of outstanding pastoral care.
- After receiving appropriate training, provide First Aid and/or intimate care as required.
- Promote positive behaviour and social behaviour, in line with school policy.
- Supervise and engage children on visits, trips, out-of-class activities/sessions and other activities as required, including by leading extra-curricular activities.
- Ensure the safeguarding of pupils in accordance with school policies.
- Follow all relevant school policies, including those relating to data protection, first aid, child protection, and health and safety.

## 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>• A proven track record of high-quality phonics tuition and effective use of assessment to improve progress</li> <li>• Experience of successfully leading evidence-informed interventions</li> <li>• Experience of providing focused support to children with SEND</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in at least two key stages</li> <li>• Experience using strategies that encourage communication, emotional regulation and independence</li> </ul>
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate:		
	<ul style="list-style-type: none"> <li>• Commitment to the safeguarding of and to promoting the welfare of all children and young people</li> <li>• Excellent interpersonal and communication skills</li> <li>• Commitment to inclusion</li> <li>• Ability to create a warm, nurturing learning environment</li> <li>• Teamwork skills</li> <li>• Commitment to equality and diversity</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>• Understanding of systematic synthetic phonics</li> <li>• Excellent written and spoken English</li> <li>• Understanding of strategies to support children with SEND</li> <li>• Ability to understand and make effective use of assessment data</li> <li>• Understanding of safeguarding</li> </ul>	

## WHAT WE OFFER YOU

**1**

Colleagues who care about each other - all staff surveyed in November 2024 agreed that leaders care about staff wellbeing.

**2**

Colleagues who share your determination to help every child to succeed, and who support each other to achieve this aim.

**3**

A curriculum that is centrally resourced and locally owned.

**4**

Personalised support from line managers – staff surveys reveal that our colleagues are far more likely to agree that line managers help them to do their jobs better than in similar schools.

**5**

A thoughtfully crafted staff benefits offer through our partner, Mintago – benefits include 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**

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

**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**

A spacious school site with recently upgraded teaching facilities, play areas and IT services.

## 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 **11<sup>th</sup> July 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 in September 2025.

### 5. Additional information

- For further information please email [HREnquiries@futureacademies.org](mailto: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.

