



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Teaching Assistant – Recruitment Pack





WELCOME FROM OUR ASSOCIATE PRINCIPAL

Dear Applicant,

I am excited to introduce myself as the Associate Principal at The Grange Academy. We are a flourishing, mixed, non-selective secondary school and sixth form, based in Bushey, Hertfordshire, welcoming students from ages 11 to 18.

As part of the **Future Academies** family of schools, we share a commitment to high standards of excellence. With the support of our sponsors, we engage with the best teachers, leading universities, and prominent employers across the country to ensure our students are equipped with the **knowledge, aspiration, and respect** to achieve *libertas per cultum* — “freedom through education.”

We have been on a rapid improvement journey as a school and are now working on becoming the best school in the local area. For us, this looks like a school offering the following:

- An ambitious and accessible curriculum
- High expectations and disruption free learning for all students
- A broad range of enrichment opportunities
- A place where all professionals feel part of something whole, can thrive and develop.

Thank you for your interest in this role. As a Teaching Assistant, this is an exciting opportunity for an enthusiastic and dedicated individual to join our team and contribute to the continued success of The Grange Academy. In this role, you will play an essential part in supporting our students' day-to-day-function, academic development, and personal growth. You will work closely with Heads of Year and the Senior Leadership team to ensure high standards of behaviour and conduct, and support students' needs in and out of the classroom.

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.

If you would like to discuss the role in more detail, please do not hesitate to contact **Emma Stevens, HR Officer**, at e.stevens@thegrange.futureacademies.org.

Aziza Ajak
Associate Principal

JOB DESCRIPTION

JOB TITLE: Teaching Assistant

RESPONSIBLE TO: SENDCo

HOURS: 37.5

CONTRACT: Full time

SALARY: Support Staff scale points 2-4 £19,989.32 - £20,621.38

Eligible for Fringe Allowance £1,013 per annum on top of salary

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

PLACE OF WORK: The Grange Academy, London Road, Bushey, WD23 3AA.

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.
- Mintago – employee benefits platform
- Employee Assistance Programme.
- Access to a Virtual GP
- Eye Care Voucher scheme.
- Salary sacrifice childcare

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

PURPOSE OF THE ROLE

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.
 - 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.

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.

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

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
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • Qualified to degree level or equivalent experience • 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 • Experience of working in a school or other educational environment 	<ul style="list-style-type: none"> • Experience of working with other school-based systems.
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Excellent interpersonal skills • Excellent organisational skills, with attention-to-detail and time management • Able to be flexible and adaptable • Positive attitude towards proactivity, and an ability to motivate • The ability to solve problems and provide solutions to challenges that arise <ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people 	
Additional Requirements: 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"> • 	<ul style="list-style-type: none"> •

WHAT 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 62%.

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 **4th July 5pm**. 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 e.stevens@thegrange.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.