



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Teaching Assistant Recruitment Pack



**BARCLAY
ACADEMY**
LIBERTAS PER CULTUM



Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of **Teaching Assistant** for Barclay Academy. I am delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient Teaching Assistant to join the Inclusion Team to support Principals and schools to ensure that they can provide a safe and nurturing learning environment to all the young people in their care.

We are **Future Academies**: a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

Barclay Academy is a flourishing mixed, non-selective secondary school and sixth form based in Stevenage, Hertfordshire, admitting students from the ages of 11 to 18.

Barclay Academy is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at C.Smith@barclay.futureacademies.org.

Charlie Smith
SENDCo
Barclay Academy

JOB DESCRIPTION

JOB TITLE:	Teaching Assistant
RESPONSIBLE TO:	SENDCo
HOURS:	25-37 hrs/wk, term time plus 1 week (38 weeks)
SALARY:	Scale 3, point 5 -6 (£23,500 - £ 23,893) pro rata
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

PURPOSE OF THE ROLE

We are seeking to recruit a part-time/full-time Teaching Assistant with a passion for working in education and working with young people. Experience of primary and phonics would be welcome. For the right candidate, we would be happy to work within school hours.

The Academy has implemented a new knowledge-based curriculum. The aim of the curriculum is to develop culturally literate young adults who have the knowledge and skills to be successful in any walk of life. Teaching Assistants are managed by the Inclusion Department, but exist very much within subject departments, using their own knowledge and experiences to support students in one or two particular subject areas.

In line with up-to-date research, we use effective models of supporting in-class that allow students to be as independent as possible, while receiving the scaffolding they need to ensure they can achieve. Teaching Assistants communicate closely with the subject teacher so that they gain experience in co-planning and co-delivering parts of lessons, and they are there to support the whole class, not just one individual. Teaching Assistants are expected to know the curriculum of the subject(s) in which they support, as well as to know the particular Special Educational Needs of students in their classes.

MAIN RESPONSIBILITIES AND TASKS

- 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 Inclusion Department, including contributing to after-school activities, trips, open days, etc.
- Have an excellent working understanding of the learning needs of the students with whom you work. This may include liaising with colleagues within the Inclusion 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 pupils and Academy as a whole.

PERSON SPECIFICATION

The right person for the job will:

- have excellent academic qualifications
- be willing to develop their understanding of Special Educational Needs and Disabilities
- have excellent communication skills
- be willing to advocate for students who require bespoke teaching and learning approaches
- be organised, energetic and self-directed
- be committed to the wider school life and willing to engage in a range of extra-curricular activities
- safeguard and promote the welfare of children

The Department

The Inclusion Department provides support to students across the school. 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 Inclusion Department works closely with pastoral and academic staff to ensure we have a full understanding of students' needs and to ensure we can meet those needs effectively.

The lessons-first policy within the school, 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. An

on-site speech therapist, the school SENDCo and Teaching Assistants 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 school life. A counselling service is also available on site for students with social or emotional barriers to learning.

A new 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.

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.

NOTES TO APPLICANTS

GENERAL TERMS & CONDITIONS

The employer for this post is Barclay Academy.

The successful post holder will be based at Barclay Academy, Walkern Road, Hertfordshire, SG1 3RB.

The post holder will be eligible for enrolment in the Local Government Pension Scheme.

The post holder will be required to complete a six-month probation period.

APPLICATION PROCESS

1. Applying for the role

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should 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 **1st July 2024**. 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, 'Barred List' check and Online check is required for this role.