



Wren  
Finchley



# Primary Teaching Assistant

Closing Date: 9.00am, Friday 22 September 2023



Do justice, love kindness, walk humbly with your God: Micah 6v8



**Wren  
Finchley**

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**Wren  
Finchley**

**Wren Academy Finchley**

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**Telephone: 020 8492 6000**

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**Email: [firstcontact@wrenacademy.org](mailto:firstcontact@wrenacademy.org)**

**Web: [wrenacademy.org](http://wrenacademy.org)**

**Secondary Principal: John Keohane**

**Primary Headteacher: Louisa Taylor**

September 2023

Dear Colleague

**Wren Academy Finchley – Primary Teaching Assistant**

Thank you for your interest in this post at Wren Academy.

The information given in the documentation here and more general information elsewhere on our website should give you a flavour of the Academy. However, if you wish to find out more, please contact Daniela Divaira on 020 8492 6000.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4 using 12 point Arial font must be received by the Academy by 9.00am on Friday 22 September 2023, however applications will be considered as they are received. A hard copy of your application can be posted to the address above or sent by e-mail to [wrenhr@wrenacademy.org](mailto:wrenhr@wrenacademy.org).

Finally, thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to meeting you if you are selected for interview.

Yours sincerely

**Louisa Taylor  
Primary Headteacher**

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.

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Finchley**

## **Primary Teaching Assistant**

**Full time position: Paid for working 39 weeks of the year, 35 hours a week.**

**Salary £19,746 - £20,072 per annum. NJC Scale Point 3 – 4**

**Flexible working hours considered**

**Start date: As soon as possible**

Do you have the passion and skills to be part of our school team, creating an inspiring and nurturing environment for our children? This is an exciting opportunity for a Teaching Assistant to be part of something incredibly special as we are an Outstanding All through school with a excellent reputation, wonderful children and supportive staff team.

We are seeking to appoint a dedicated Teaching Assistant, for either working 1:1 with SEN children or classroom based, in this inspirational and innovative school.

The primary phase of Wren Academy opened in September 2015 with the Early Years Foundation Stage classes. Through the addition of a cohort of children each year, we have grown into a two-form entry primary school, joining our successful and outstanding secondary school. Located in the London Borough of Barnet, Wren Academy is sponsored by the Church of England and Berkhamsted School. In September 2021, we had our first Year 6 year group and are now a completely all through school.

The successful applicants must have a good level of numeracy and literacy skills and be able to support students in reaching their full potential. Experience of EYFS, KS1 or KS2, an NVQ level 2 /3, or equivalent, and a first aid certificate would be an advantage, though by no means essential. An understanding of special education needs is also advantageous however training and support is also offered here.

At Wren Academy we are always looking at ways to develop our staff. If you have a degree and hold aspirations of becoming a teacher in the future, this could be an excellent opportunity for you. Successful teaching assistants would be encouraged to apply for the Schools Direct programme after gaining experience as a teaching assistant here at Wren.

The detailed Job Description, additional information about the Academy and the application form are available from our website, <https://www.wrenacademyfinchley.org/253/recruitment>.

Closing Date: 9.00am, Friday 22 September, however we will review applications as they are received.

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## Academy Information 2021

Wren Academy Secondary phase opened in September 2008 as a new school sponsored by the London Diocese of the Church of England and Berkhamsted School. We now have over 1100 students in Years 7 to 13. Wren has been heavily oversubscribed with applications for places in its first six years. In recent years the Sixth Form has grown in popularity and numbers with 160 students joining Year 12 in September 2016.

In September 2015, we opened a Primary phase of the school making Wren an all through school. We are a 2-form entry Primary phase and are growing the school one cohort at a time. We currently have Years Reception to Year 6 and we are excited to finally have a complete all through school.

The Academy has high academic standards coupled with a strong emphasis on developing students' social and learning skills. Our learning culture embraces all aspects of life at Wren, not just the lessons. Students make exceptional progress at the Academy and our performance was judged as 'outstanding' by Ofsted in a full Section 5 inspection during 2018, including an 'Outstanding' grade for Early Years and our Sixth form. The inspectors described; 'The early years provides a superb start to children's education. Children rapidly gain skills and knowledge that provide a firm foundation for their progression through the school'. They described our behaviour as 'From Reception Year upwards, pupils of all ages are helpful and polite, demonstrating impeccable behaviour in lessons and around the school.'

In 2019 our results were:

Good Level of Development:	82%
Phonics screening:	92%
KS1 Reading:	82%
KS1 Writing:	73%
KS1 Maths:	85%

Wren is a comprehensive school that welcomes students of all academic abilities and maximises their potential. We are also a vibrant and culturally diverse community.

Our curriculum is innovative, challenging and engaging. As we are growing one year at a time, we have worked hard to develop an inspiring and engaging curriculum and we are looking for teachers to want to be a part of this designing process. We have secondary specialist teaching Art, French and PE in the Primary as well as a Music company delivering music lessons. This means that all areas of our curriculum are delivered to a high standard. We use Read Write Inc. to teach phonics and Power Maths to deliver Maths to ensure the core skills are taught to a high standard and then we also have a range of strategies to encourage creative writing and cross curricular work.

We have developed students' learning skills and attitudes through our immersion in the philosophy of Building Learning Power (BLP). We have developed a reputation for excellence in this area and now provide BLP training to other schools.

Year on year we have recruited a talented and committed staff who share the ambition of creating a uniquely successful school. Colleagues are encouraged to innovate and to develop new ways of learning and working together.

Wren has benefitted from a £23.4 million building programme with our Sixth Form Centre, being completed in October 2012 and our Primary in 2016. We now have a campus that is

architecturally innovative and visually impressive with a high emphasis being placed on environmental sustainability. The buildings provide for a wide range of teaching and learning approaches with larger, flexible learning areas and smaller group rooms alongside more traditional classrooms. The working environment for all staff is of a high quality.

Other benefits of teaching at Wren:

- Children of colleagues working at Wren for over two years are given priority for a place in Reception or Year 7
- An exceptionally talented and mutually supportive staff team
- Talented, courteous and ambitious students
- A pleasant and attractive working environment
- Excellent professional development opportunities with personalised training and opportunities for career development
- A range of staff wellbeing projects
- Free refreshments and lunchtime allowance
- Planning and evaluation time during the school day
- Use of a school iPad and/or laptop

Further details on the curriculum, structure and ethos of the Academy are available on our website: [www.wrenacademy.org](http://www.wrenacademy.org).

**Louisa Taylor Primary Headteacher**



Inspiring creative minds  
Growing extraordinary learners



## **Job Description – Primary Teaching Assistant**

The Primary Teaching Assistant works under the instruction and guidance of both class teachers and subject specialists. They support the delivery of quality learning and teaching helping to raise standards of achievement and provide pastoral care for pupils. At Wren Academy we value our teaching assistants and give them support and assistance in order that they may effectively and happily perform their duties. Our teaching assistants may be asked to support the whole class or work 1:1 with a SEN pupil directed by the SENDCo.

### **Reporting**

The Teaching Assistant will report to their Class Teacher and to the Primary Headteacher, and they should work closely and collaboratively with their Line Managers.

### **Job Purpose**

Support the delivery of high quality teaching and learning to develop children's academic progress and assist the teacher in the behaviour management of pupils and the classroom. The Teaching Assistant will also undertake classroom administration tasks as directed by the teacher.

To have an impact on children's learning and progress.

### **Particular Responsibilities**

- Teach guided groups effectively, as directed by the teacher, ensuring the needs of the children of all abilities are met
- To implement planned support programmes for particular pupils with differing learning needs
- Help foster good relationships at all levels
- Write, type and record detailed comments regarding the children's learning
- Use IT to take photos and record children's achievements
- Lunchtime and playtime supervision

### **Key Tasks**

- Assist the teacher in preparing resources, the classroom and outdoor areas for learning
- Prepare activities for SEN children and plan intervention groups
- Under the teacher's direction, support small groups of children in their allotted task monitoring their learning and progress in order to feed back to the teacher
- Provide a warm, friendly, supportive atmosphere that is conducive to the social and emotional needs of the children
- Listen to individual children read, record progress and pass on concerns to the teacher

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- Assist the teacher in organising an attractive and stimulating classroom and school by displaying the children's work to the best possible advantage
- Follow all codes of practice in relation to school discipline, health and safety regulations and the reporting of accidents
- Cover for colleagues in their absence
- Take a full part in staff meetings and training, when relevant
- Support the pupils and school as a whole, by attending school productions, functions and any events as requested
- Support the Christian ethos of the school
- Monitor and participate in playtime activities ensuring the children are safe and engaged
- Co-operate fully with all other members of staff and help promote good working relationships
- Foster the development and continuation of good parent/teacher relationships
- Inform the teacher of any concerns about any individual child or group of children
- Follow all safeguarding guidelines
- Take the children to and from the drop off area to meet parents.
- Opening the gate and greeting students and parents in the mornings

### **Assessment**

- To continue personal development as agreed in performance management
- To engage actively in the performance review process
- To address the performance management targets set by the line manager
- To contribute in the implementation of our whole school development plan

### **Professional Behaviour**

- To maintain high standards of professional behaviour towards colleagues and students
- To lead by example and to follow the Academy's dress code and code of conduct
- To carry out duties in a friendly, helpful and professional manner
- To have a flexible approach and to be prepared for the unusual

### **Other Specific Duties**

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example
- To support the Academy in meeting its legal requirements as a Church School
- To have a record of excellent health, attendance and punctuality

**This Job Description is current at the date shown but, in consultation with you, may be changed by the Primary Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.**



## Person Specification – Primary Teaching Assistant

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>GCSE levels A-C in literacy and numeracy, or the equivalent</li> <li>Willingness to gain a first aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>A degree with aspirations of becoming a teacher in the future A relevant qualification in Childcare and/or Education</li> <li>A First Aid qualification</li> </ul>
Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>Experience of working with young children in a primary setting</li> <li>Experience of working with children with Autism and/or speech and language delay</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in EYFS or KS1</li> <li>Experience of covering classes in the teacher's absence</li> </ul>
Skills	
Essential	Desirable
<ul style="list-style-type: none"> <li>Ability to assist children on an individual basis, in small groups and during whole class work</li> <li>Clearly explain tasks and foster children's independence</li> <li>Can successfully supervise children, modelling defined behaviour management policies</li> <li>Ability to work with guidance, but under limited supervision</li> <li>Liaise and communicate effectively with others</li> <li>Demonstrate good organisational skills</li> <li>Possess good written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Is able to suggest alternative ways of helping children if they are unable to understand</li> <li>Can describe, in simple terms, the process of behaviour management with children</li> <li>To support children with special educational needs appropriate To be confident with the use of IT to support children's learning</li> </ul>

<b>Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• • Knowledge of the needs of young children</li> <li>• An understanding of child development and the ways in which children learn</li> <li>• Knowledge of positive behaviour management strategies</li> <li>• Knowledge of safeguarding children</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of National Curriculum</li> <li>• Knowledge of how to monitor, record and make basic assessments about individual progress</li> <li>• An awareness of the roles played by various adults in a child's education</li> </ul>
<b>Personal competencies and qualities</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• • Enthusiasm and a positive outlook The ability to work independently and collaboratively as a member of a team</li> <li>• Creativity in problem solving together with a willingness to take on or try new approaches and ideas</li> <li>• Flexibility</li> <li>• • A positive attitude towards professional development and their own learning</li> <li>• Reliability and integrity</li> <li>• Good personal organisation</li> <li>• Good attendance and punctuality record</li> <li>• Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Sense of humour</li> <li>• Have an interest or experience of working with students who have specific learning needs such as Autism, ASC or Dyslexia</li> </ul>

## **Selection Process Details**

### **Application deadline**

Completed application forms must be received by 9.00am, Friday 22 September 2023, however, applications will be reviewed as they are received.

### **Completing your application**

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please email your completed application and supporting statement to [wrenhr@wrenacademy.org](mailto:wrenhr@wrenacademy.org).

CV's will not be accepted.

### **Selection process**

The selection process may have a combination of tasks, activities and interview. Further details will be provided to the candidates shortlisted for interview.

### **References**

Candidates are advised that references may be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of preemployment checks.

### **Safeguarding children**

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

### **September 2023**