The Magna Carta School

Candidate Pack

Teaching Assistant

Location: **Staines-upon-Thames, Surrey**

Start date: **As soon as possible**





Part of Unity Schools Trust

Welcome from the CEO

Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto – Excellence through collaboration – encapsulates our belief that co-operation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

Michael del Río
Chief Executive Officer



Welcome from the Principal

“Educating the mind without educating the heart is no education at all.” (Aristotle)

Thank you for your interest in joining our wonderful staff team at the Magna Carta School; a vibrant, dynamic, non-selective secondary school that serves the local community and secures great outcomes for students.

Our core belief that ‘learning shapes lives’ is at the heart of everything we do. We are unwavering in our commitment to deliver academic excellence and rich experiences so that students can flourish, be happy and make a positive difference in the world.

We believe wholeheartedly in the power of teaching great lessons every day. The awe and wonder that the world has to offer is brought directly into the classroom by our dedicated and highly-skilled staff team. We empower students to excel in every aspect of their development because we are clear that everyone deserves a great education.

Our rigorous, knowledge-rich curriculum has been expertly designed and inspires curiosity in students as soon as they join us in Year 7. We instil a passion for learning and never stop encouraging our students to believe in their ability and strive to be the best version of themselves.
We take great pride in being an inclusive school that celebrates the diversity of our community and we are firmly committed to maintaining an environment where everyone feels safe, valued and supported.

Our students enjoy coming to school because we have fostered a culture of kindness, respect and empathy that permeates all aspects of school life. We are clear that developing the heart is equally as important as developing the mind so that students leave us having not only gained excellent qualifications but also having developed a strong set of moral values that are deep-rooted in kindness and gratitude.

This application pack offers only a glimpse of our fantastic school and the sense of togetherness that we have embedded here, so to fully appreciate what we have on offer I warmly encourage you to get in touch to arrange a visit. I look forward to the opportunity to discuss this role further with you.

Craig Adams
Principal



Why join our team?

Our People Strategy broadly sets out a framework for building positive relationships with our workforce and developing an environment where staff feel valued, respected and appreciated making Unity Schools Trust an employer of choice. We have listened to our people and are building our benefits package further but currently at Unity Schools Trust, you will benefit from:

- Enrolment into Benenden Health which provides services such as 24/7 GP helpline, medical diagnostics, treatment, physiotherapy and so much more. Membership is paid by the Trust
- Generous family friendly policies and pay including eight weeks paid maternity and two weeks paid paternity leave.
- Membership to Perkbox which offers access to hundreds of retail perks and discounts as well as our free and confidential Employee Assistance Programme.
- Enrolment into the Teachers' Pension Scheme
- Full-time teachers have a hybrid-working double PPA during one AM or one PM session over the two-week cycle of the timetable
- An additional allowance for running after-school enrichment activities
- A two-week October half term
- Access to a wide range of learning and development opportunities including high-quality, evidence-based training across pedagogy, online learning and apprenticeship programmes
- Opportunities to both receive and provide coaching and mentoring from experienced subject specialists and lead practitioners.
- Reward and recognition for innovation, commitment, improvement and dedication
- Access to an HR Hub which shares relevant documents, policies, guides for employees and managers, communications so that there is no ambiguity and we can ensure consistency across the Trust.
- Free on-site parking
- Free tea and coffee available in the staff room
- Free use of the school gym at specified times



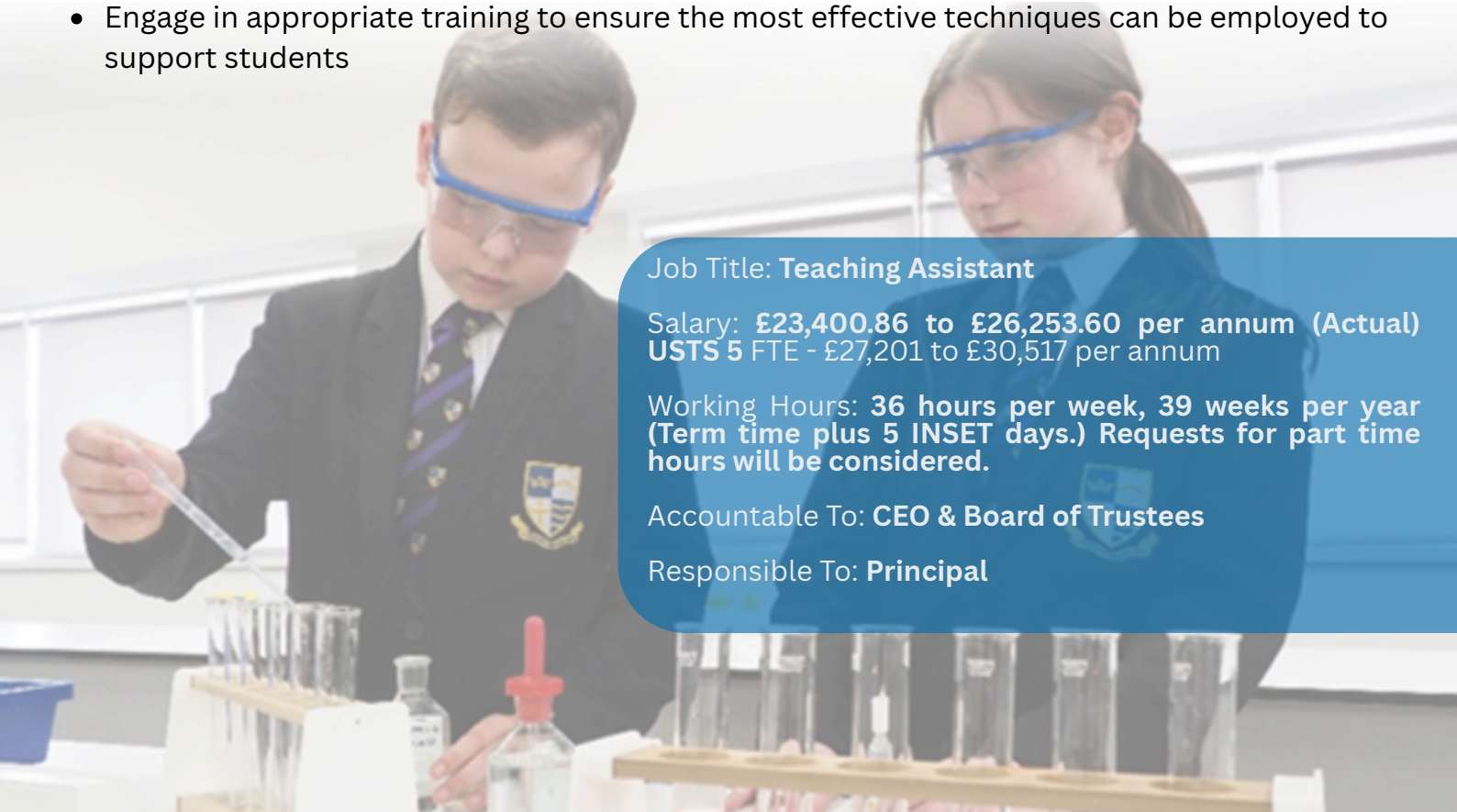
Job Description

Job Purpose

Make a real difference. Your work in this role will directly impact the Trust's achievements and progress, driving us towards excellence. Shape our culture. Help us build a centre of excellence characterised by mutual respect, tolerance, care, and support. Foster a sense of pride in everything
we do.

Key Responsibilities

- To support students' learning across the curriculum, tailoring support to match their needs so that they become independent, co-operative and collaborative learners
- To assist teachers, and other professionals as appropriate, in the development of suitable support and strategies with the differentiation of work for individual students according to their needs
- To contribute to and attend reviews of the students' progress as required
- To support students with exam access arrangements
- To contribute to and collaborate in the tracking of student progress
- Support the learning and emotional well-being of all students and provide praise, motivation and encouragement
- Promote school policies on student behaviour and provide a professional approach to behaviour management and classroom routine
- To support students with physical and sensory needs
- Support and maintain collaborative, productive working relationships with all staff and other professionals
- To read on a daily basis and act upon all emails as required
- Attend staff briefings, training and development sessions, as required relevant to the role of teaching assistant
- Engage in appropriate training to ensure the most effective techniques can be employed to support students



Job Title: **Teaching Assistant**

Salary: **£23,400.86 to £26,253.60 per annum (Actual) USTS 5** FTE - £27,201 to £30,517 per annum

Working Hours: **36 hours per week, 39 weeks per year (Term time plus 5 INSET days.) Requests for part time hours will be considered.**

Accountable To: **CEO & Board of Trustees**

Responsible To: **Principal**

Job Description continued

Other duties:

- Set a good example in terms of personal presentation, attendance and punctuality.
- Execute any other tasks that may be reasonably requested by the Principal/CEO.
- Stay informed about and comply with all Trust and school policies and procedures.
- Advocate for and protect the welfare of children and young people within the school.

Professional Development

- Engage in an introductory programme that incorporates safeguarding training.
- In collaboration with your line manager, assume responsibility for your professional growth, staying informed about any changes relevant to your role.
- Undertake suitable training to support the execution of 'specified work', fostering skills pertinent to your position.
- Sustain a professional portfolio of evidence to support the Performance Management process, focusing on evaluating and enhancing your own practice.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties as appropriate to the level of the role.



Person Specification

Application Form – AF; Interview – I; R - References

Education and Qualifications	Essential	Desirable	How Assessed
• GCSE or equivalent in English and Maths	✓		AF
• First Aid Qualification or willing to work towards	✓		AF
• Training and/or qualifications in areas relating to the role of Teaching Assistant		✓	AF
Experience and Knowledge			
• Experience of working in a structured manner to achieve the outcomes required	✓		AF/I/R
• Experience of working effectively in accordance with procedures and deadlines	✓		AF/I
• Experience of working in a school or similar environment		✓	AF/I
• Use of management information systems		✓	AF/I
• Knowledge of teaching and learning materials		✓	AF/I
• Knowledge and understanding of classroom roles and responsibilities		✓	AF/I
• Experience of working with young people		✓	AF/I
Skills and Aptitude			
• Effective oral and written communication skills	✓		AF/I/R
• Excellent interpersonal skills	✓		I/R
• Excellent organisational and planning skills	✓		AF/I
• A flexible approach and ability to work under pressure	✓		AF/I/R
• Able to work effectively independently	✓		AF/I
• Experience of maintaining records, using IT systems	✓		AF/I/R
Personal Qualities			
• Ability to use initiative effectively	✓		AF/I/R
• Ability to relate professionally and appropriately with others	✓		AF/I
• Ability to manage time effectively and prioritise work	✓		
• Ability to work as part of a team	✓		AF/I
• Commitment to own personal and professional development	✓		AF/I
• A commitment to safeguarding, diversity, equality and inclusion	✓		AF/I/R

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. We would encourage you to submit an early application.

Unity Schools Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS and barred list check.

We are committed to equality, diversity, and inclusion, and we want our workplace to reflect this. We welcome applications from people of all backgrounds and experiences and want to continue to build a workforce that reflects the community it serves. We make our recruitment decisions based on skills, experience, and potential.

We believe everyone should be treated fairly and with respect, regardless of who they are or where they come from. We aim to create an environment where people feel valued, supported, and able to do their best work and our People Strategy is being developed to further build that culture.

Closing Date:
7 December 2026



The Magna Carta School
Thorpe Road
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