

EXTERNAL

Post: Level 1 Teaching Assistant

Hours of Work: Permanent, Full Time (37 Hours per week), Term Time Only

Salary: Grade 5, Points 12-19 £24,790 - £25,584 (FTE)

Actual Salary: £21,322 - £22,005 per annum

Thank you for your interest in our recent advertisement for the above position at Archway Learning Trust's Bluecoat Trent Academy. I have pleasure in enclosing details.

We are seeking to appoint an outstanding Teaching Assistant to join our committed and high quality SEND team. As a Teaching Assistant you will work with students in order to improve the quality of learning and foster the participation of students in the social and academic aspects of academy life.

The post holder will work alongside the SENDCo and Level 2 Teaching Assistants to support students with additional needs both in lessons and through additional interventions. They will work hard to ensure that all children in the school excel from whatever their starting point, and will be fully committed to going above and beyond to ensure our students receive the very best in terms of opportunity, education and care.

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Access to a generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit

www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, 31st October 2025.

Job Description

POST TITLE: LEVEL 1 TEACHING ASSISTANT

GRADE: GRADE 5

RESPONSIBLE TO: SENDCo

JOB PURPOSE

To work with students within the school as part of a team under the direction of the line manager in order to:

- Improve the quality of learning and foster the participation of students in the social and academic processes of the school;
- Seek to enable students to become more independent learners;
- Help raise the standards of achievement for all students.
- Ensuring all students that require personal care are treated with dignity and respect
- Enable all learners, despite physical and emotional disability, are able to take a full and as active role within the Academy

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

SUPPORT FOR THE STUDENT

- Support and direct activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and cognitive development
- Contribute to the health and well-being of students
- Establish and maintain good working relationships with individual students and groups
- Promote and reinforce the students' self-esteem and independence e.g. support in form time, unstructured time etc.
- Encourage acceptance and inclusion of all students
- To support groups of students as directed during formal public or internal school examinations
- To assist students on work placements, educational visits, residential, and recreational activities as appropriate
- To assist students with self-organisation and in the completion of homework tasks, in allocated periods during the school day
- Drawing on knowledge of various forms of individual needs, to develop an understanding of the specific needs of the students within the school community • To liaise effectively with parents/carers as appropriate
- To assume responsibility for designated keyworker role at School Action Plus and/or a named EHCP child
- To assist the other health care assistants in carrying out their role in providing specific assistance to personal care needs of students
- To ensure that you cover the role of personal care in a colleague's absence with guidance from the SENCo/ Lead SEND teacher and Level 2 Teaching Assistants
- To provide care, as and when needed, on off site visits and trips
- To provide practical and personal assistant to individual pupil needs
- To assist students with their day to day personal care needs, personal hygiene, toileting and feeding
- To promote students' independence skills in relation to personal hygiene, toileting and feeding
- To monitor the behaviour of students, encouraging positive behaviour and reporting any incidents
- To ensure the safety and well-being of children, providing support where necessary or signposting concerns to colleagues
- To liaise with external agencies, where appropriate, talking through therapeutic programmes and discussing programmes
- To write specific health care plans/Personal Evacuation Plans for key students
- To be responsible for the recording and distribution of medicines
- To support students over break and lunch times

SUPPORT THE TEACHER

- Help with the collation of Review/Annual Review meetings
- Help with classroom resources and records
- To implement learning programmes as directed by the class teacher – with individual or small groups
- To monitor individual student's needs and provide regular feedback to the teacher
- Contribute to the management of student behaviour
- To participate in the evaluation of the support programme
- To contribute to the maintenance and development of the Learning Support Faculty

SUPPORT FOR THE CURRICULUM

- Support and reinforce the school curriculum including catch up KS3/GCSE work, literacy, numeracy activities in a 1:1 setting and in the classroom
- Provide support for learning activities including enrichment activities during the normal school day
- Support the use and development of ICT within the classroom
- Support the smooth running of the Faculty by covering designated priority lessons of absent staff as and when required by the SENCo
- To take responsibility for display and up keep of designated areas in the Faculty

SUPPORT FOR THE SCHOOL

- Maintain effective working relationships with colleagues and parents
- Maintain and safeguard the confidential nature of student/teacher/home issues
- Contribute to the maintenance of student safety and security, including break and lunchtime duties in the Faculty and taxi duties
- Attend Faculty/Pastoral meetings as appropriate

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION – LEVEL 1 TEACHING ASSISTANT		
	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Further or Higher Education	*	
NVQ3 in Early Years Care and Education; BTEC National in Learning Support; The Council for Awards in Children's Care and Education [CACHE] Diploma or relevant experience		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training	*	
Qualifications in specific health care needs such as epipen training/ first aid/ moving and handling/ dispensing medicines		*
EXPERIENCE		
Previous experience of working within an educational setting		*
Previous experience of working with young people and those with specific health needs/ personal care needs	*	
Experience of working with children with special educational needs		*
Experience in previous care roles either adult or children		*
Willingness to identify and develop own IT skills	*	
Working knowledge of DCSF, Local Authority and other regulatory body's legislation and policy relating to education		*
PROFESSIONAL SKILLS		
Excellent written and oral communication skills	*	
Excellent organisational and administrative skills	*	
Good interpersonal skills	*	
PERSONAL QUALITIES		
Confidence and independence	*	
Ability to work unsupervised and independently understanding school roles and responsibilities and your own position within these	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Good time management skills	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the school	*	
Suitability to work with children Enhanced DBS	Undertaken on appointment	

