



Windsor
**Olympus
Academy**

Part of



Our Family, Our Mission

Teaching Assistant

Candidate Information Pack





Our School



Windsor
**Olympus
Academy**

Windsor Olympus Academy - "Thriving, together"

Windsor Olympus Academy is a brand new 11 to 16 secondary school that opened in Winsor Green in September 2023. At Windsor Olympus Academy, our goal is to provide a nurturing and inclusive environment where students can thrive both academically and personally. Our approach to education is centred around creating an environment that nurtures young people's growth, ignites their passion for learning, and awakens their aspirations for personal development. We want to develop our students' understanding of wellbeing and health so that they thrive, and we want to be at the heart of the community, thriving together. We take a partnership approach to all that we do to ensure we are a truly civic school.

Our 2024/25 highlights

- National Award Recognition: The school was a Silver winner for the National Pearson Teaching Award for School or College Partnership of the Year.
- Student Poetry Finalist: A student was a finalist in the "Mother Tongue Other Tongue" poetry competition at the University of Warwick, with their work displayed at Coventry Cathedral.
- Sporting Triumphs: The Year 7 and 8 boys' football teams won their leagues, and the girls' basketball team won their league. Girls' football participation doubled, and one student was identified by England Football talent scouts.
- Personal Potential: 100% of students visited Worcester University, 95% visited the zoo, and 91% participated regularly in extra-curricular activities. Over 90 students applied for leadership roles.
- Cultural Experiences: More than 60 students participated in a performance of Romeo and Juliet at Symphony Hall and Hansel and Gretel at The Rep Theatre.
- International Schools Award: The school was awarded the International Schools Award Foundation Level Certificate.
- Sportmark Award: Windsor Olympus Academy achieved the Gold Sportmark Award for its commitment to school sport.
- Staff Wellbeing: The school implemented several successful staff wellbeing initiatives, including a "Secret Buddy" programme and "Wellbeing Care Boxes."
- Primary School Partnerships: We developed strong partnerships with local primary schools, with our student leaders running events and activities, including sports days.

"Olympus to me means 'opportunity' - for me, my daughter and my family. From being a mum outside the gate, to being welcomed into the hub, to volunteering, getting my job with Newbigin Community Trust and now starting my apprenticeship in school, it's been incredible. Job satisfaction, adventure and a new lease of life, with fun, laughter and many memories. A beautiful family, Olympus."

- Windsor Olympus Academy parent

Silver winner in the National Pearson Teaching Award for School or College Partnership of the Year



National winner of an Edurio Parent Engagement Award



"To me, Olympus is a stepping stone to my future, a place that gives me the chance to achieve my goals and thrive whilst doing it. Success is what I see in Olympus and it helps me grow not only as a student but as a person."

- Windsor Olympus Academy student

Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



Dawn Haywood
Chief Executive Officer



15
SCHOOLS



10000
CHILDREN



1200
STAFF

Job Description

Salary	Grade 3 Point 8 - 12 37 hours per week Term time only
Reporting to	Assistant Headteacher of Inclusion
Responsible for	
Location	Windsor Olympus Academy

Job Purpose

The Teaching Assistant (Level 3), under the direction of the SENCO and guidance of the class teacher, will support the teaching and learning activities in the classroom by working with individuals or small groups of pupils/students. The role may also include responsibility for specific learning activities within the overall teaching plan at the academy, operating fully in line with the vision and values of Windsor Academy Trust (WAT).

Student Support and Interventions

The Teaching Assistant will:

- Provide specialist support and interventions for SEND students and those with low reading ages.
- Implement agreed learning activities for individuals and groups under the direction of the SENCO or class teacher, effectively differentiating and adapting learning programmes to suit the specific needs of allocated students.
- Make a substantial contribution to individual development plans and assist in their implementation.
- Assess, monitor, record, and report on student development, progress, and attainment as agreed with the SENCO or class teacher.
- Establish productive working relationships with students, acting as a positive role model and setting high expectations.
- Promote independence and employ strategies to recognise and reward the achievement of self-reliance.
- Develop 1:1 mentoring arrangements to provide support in personal, emotional, and social development, ensuring any problems are reported to the class teacher as appropriate.
- Support students who are not working to the normal timetable and promote the effective transfer or integration of students who have been absent.

Teaching, Curriculum, and Administrative Support

The Teaching Assistant will:

- Plan and evaluate specialist learning activities collaboratively with the SENCO.
- Select and adapt appropriate resources and methods to facilitate agreed learning activities.
- Implement and evaluate specific curriculum plans and activities for groups of pupils to meet their individual needs.
- Implement agreed work programmes with individuals or groups, maintaining good order and keeping pupils on task.
- Provide short-term cover supervision of classes when required.
- Supervise individuals and groups of students throughout the day, including classroom, playground, and dining area supervision.
- Establish and maintain effective relationships with families, carers, and other relevant professionals, such as speech therapists.
- Escort and supervise students on visits, trips, and out-of-school learning activities as required.
- Contribute to the identification and planning of out-of-school learning activities beyond the standard school day.
- Provide necessary clerical and administrative support, including administering coursework and producing worksheets for agreed activities.

General Responsibilities and Safeguarding

The Teaching Assistant will:

- Contribute actively to the overall ethos and aims of the academy.
- Be aware of and comply strictly with all policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Fulfil the responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.
- Attend and participate in relevant meetings as required by the academy's leadership.
- Participate in training, other learning activities, and performance development as required to maintain high professional standards.

Additional Responsibilities

Person Specification

Area	Essential	Desirable
Knowledge, Understanding and Experience		
Experience of working with relevant age groups within a learning environment, including a strong knowledge of behavioural and learning difficulties.	✓	
Clear understanding of classroom roles, responsibilities, and effective pedagogical support.	✓	
Knowledge and compliance regarding statutory school policies and procedures.	✓	
Experience using modern school management information systems (MIS) such as SIMS or Arbor to log student data and progress.		✓
Previous experience supporting phonics programmes or delivering specific targeted literacy and numeracy catch-up interventions.		✓
Qualifications and Training		
NVQ Level 3 or equivalent qualification in a related educational or childcare area.	✓	
Very good foundational numeracy and literacy skills.	✓	
Valid First Aid at Work qualification or willingness to achieve this upon appointment.		✓
Additional relevant certifications in specific SEND interventions (e.g., Makaton, Team Teach, Autism Awareness).		✓
Skills and Abilities		
Ability to communicate clearly and explain sometimes complex information, always maintaining due regard to confidentiality.	✓	
Strong collaborative skills with the ability to work effectively as part of a multidisciplinary team.	✓	
Proven ability to motivate and encourage students to participate in or complete tasks successfully.	✓	
Strong digital literacy with the ability to use ICT effectively to support learning.	✓	
Excellent problem-solving skills with the ability to resolve issues while understanding when escalation or referral is required.	✓	
Ability to understand, interpret, and apply policy, procedures, and legislation relevant to the areas of work.	✓	

Area	Essential	Desirable
Personal Qualities and Attributes		
Displays deep sensitivity, empathy, and patience when working with students.	✓	
Highly professional with a strict commitment to maintaining confidentiality.	✓	
Reflective practitioner with the ability to identify own training needs and a proactive willingness to participate in training and development opportunities.	✓	
Absolute commitment to complying with the Trust's policies regarding the protection and safeguarding of children.	✓	
Willing to undergo an enhanced DBS with barred list check	✓	



Working for Windsor Academy Trust

**We believe it is important to be a great place to work.
In addition to a competitive salary we offer:**



Pensions

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.



Pay progression & career pathways

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.



Continual Professional Learning (CPL)

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

Employee Assistance Programme

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

Free flu vaccinations and eye tests

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

Cycle to work scheme

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit The UK's Most Popular Cycle to Work Benefit - Cyclescheme.

Food and leisure discounts

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

Reduced childcare costs

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting Tax-Free childcare at gov.uk. Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the Policies and Procedures section on the Windsor Academy Trust website for full details.

Local Credit Union

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

Flexible Working

Windsor Academy Trust supports and is open to flexible working.

Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at windsoracademytrust.org.uk/governance.
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

References

References will be requested with your consent, at the selection stage directly from the referee.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

Child Protection and Safeguarding Policy

View our Child Protection and Safeguarding policy at windsoracademytrust.org.uk/policies





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