



Houlton School  
Teaching Assistant: TA2



Job Description and Person Specification

# Welcome from the Principal

It is my great pleasure to introduce you to our Houlton family, where **innovation, aspiration** and **excellence** are at the heart of all we do. As His Majesty's Inspector, Nicola Harwood noted when Ofsted visited us in 2021, we '...place spiritual, moral, social and cultural education at the heart of the curriculum so that **pupils flourish and are well prepared for life beyond school.**' I am the founding Principal of the academy, so make no apologies for the passion, commitment and high expectations I have for everyone and everything at our very special school.

We proudly encourage pupils to consider themselves to have joined the unique experience of the '**Houlton family**'. Dr Maya Angelou once wrote that, '...family isn't always blood; it's **the people in your life who want you in theirs: the ones who accept you for who you are,** the ones who would do anything to see you smile and who love you no matter what.' This underpins our approach at Houlton, where difference is celebrated as integral to our supportive, wider community.

We have the privilege of occupying an exceptional campus, including our Grade II listed buildings that previously housed Rugby International Radio Station. Some established schools are lucky to be provided with refreshed, enhanced facilities in one or two specialist subject areas, such as the Arts or STEM; however, our pupils enjoy state-of-the-art facilities alongside stunning heritage buildings across the **entire curriculum.**

At Houlton School we have the highest expectations of our pupils: **excellence** is expected in all aspects of behaviour and attitudes, and pupils will be expected to always do their very best. Uniform and standards of appearance are important and traditional here: we expect them to be worn correctly and with pride as the foundation of everything else we do as a family. We encourage our pupils to always model our values and will support them in all aspects of school life, providing them with the very best teachers, facilities, and opportunities to explore their emerging talents.

Colleagues here enjoy a supportive environment in terms of their careers, whether they be teachers or any other role within our organisation. One of our Trust's key ambitions is to 'nurture potential' and we subscribe to this aspiration whole-heartedly.

I strongly recommend that potential applicants come and pay us a visit to see what a fantastic place this is to work and learn; I have every confidence that if you do, you'll want to support us in the next, exciting phase of our expansion as a community.



**Michael McCulley**  
Principal

# About the Role

Thank you for your interest in the position of Teaching Assistant (TA2) at Houlton School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **So, who are we looking for?**

Houlton School is recruiting a number of Teaching Assistant (TA2) roles to support the further expansion of our Inclusion Faculty. You will join a passionate team of teachers and associate staff who are committed to providing a World Class experience for all our pupils. You will be an excellent practitioner who has the ability to inspire, motivate, challenge and support pupils to ensure that they make excellent progress. It is very important to us at Houlton School that all of our staff feel valued, listened to and mentored well so that they have opportunities to develop.

The successful candidate will enjoy support and guidance from a friendly team who work together and aim to give the best possible educational experience for their students. The post is very rewarding and is ideal for people who have SEND experience or who are looking to take their next step.

The Transforming Lives Educational Trust is growing and there is great opportunity for progression. If you are a passionate Teaching Assistant with knowledge and experience of supporting children and young people, please apply now to be considered for an interview.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

## **Why work for Houlton?**

- A caring school on a 20 acre, green-field campus that is small enough to know every pupil's name and story, yet large enough to offer an exciting breadth of curriculum, including our brand new Sixth Form, which launches in September 2026.
- You'll be working within a community of passionate, committed colleagues who genuinely support each other.

- A staff well-being team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits.
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

### **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

# Job Description

<b>Academy/College:</b>	Houlton School
<b>Job Title:</b>	Teaching Assistant (TA2)
<b>Salary</b>	NJC07-NJC11 (£25,584.00 - £27,269.00 FTE) Actual: £22,178.74 - £23,639.46
<b>Contract</b>	FT Permanent (8:15am - 4:15pm, 37.5 hrs pw) Term Time Only + 5 days
<b>Responsible to:</b>	Head of Faculty: Inclusion (SENDCo)
<b>Key relationships/Liaison with:</b>	Staff Pupils Parents External Agencies
<b>Job purpose:</b>	To support pupils with SEND / EHC Plans

## MAIN ROLE AND RESPONSIBILITIES:

- To support the Inclusion Team and teaching staff in establishing a positive learning culture which ensures high standards of achievement, progress and personal development in pupils.
- To provide in-class support to pupils in liaison with the class teacher and according to the schedule published by the HOF, Inclusion Team and Pupil Experience Leader.
- To work with the Vice Principal, Inclusion Team and subject teachers to plan and lead specific interventions with identified pupils and/or groups in academic, pastoral and restorative practice.
- To support SEND pupils and work collaboratively with the Houlton Inclusion Team to ensure each child is making good progress and that need is being met.
- To support embedding the core values of Houlton School.
- To support all pupils to engage with learning

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# Person Specification

**Job Title:** Teaching Assistant (TA2)  
**Responsible to:** Head of Faculty: Inclusion (SENDCo)

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>Maths &amp; English GCSE 4 (C) or above</li> </ul>	<ul style="list-style-type: none"> <li>Training in child protection and safeguarding First aid</li> <li>Positive handling</li> <li>Level 2 Teaching Assistant qualification or relevant qualification in working with children</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of providing individual support to children/young people</li> <li>Experience of working on own initiative and making decisions</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an education setting</li> <li>Experience working with Phonics and/or the Read, Write Inc Fresh Start Programme or willingness to train</li> <li>Experience of working with young people in a relevant professional environment (education, youth, health, social work)</li> </ul>
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"> <li>Evidence of understanding young people's emotional and educational needs</li> <li>Excellent numeracy and literacy skills</li> <li>Effective verbal and written communication skills</li> <li>Good time management skills</li> <li>Ability to handle sensitive and confidential information and issues appropriately.</li> <li>Ability to work independently and as part of a team</li> <li>Ability to take responsibility and work with autonomy within set boundaries</li> <li>To establish good working relationships at all levels –</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection</li> <li>A good working knowledge of computer software packages including Microsoft Word, Excel and Google Workspace.</li> <li>Knowledge of behaviour management strategies</li> </ul>

	<p>students, teachers, senior management, board of trustees etc.</p> <ul style="list-style-type: none"> <li>• Ability to self-evaluate learning needs and actively seek CPD</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Calm</li> <li>• Confident</li> <li>• Flexible</li> <li>• Reliable</li> <li>• Professional and confident</li> </ul>	

# How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

## Recruitment Timeline

- **Position advertised: 11 March 2025**
- **Closing date: 24 March 2025**
- **Final shortlisting: TBC**
- **Final panel process: TBC**