



THE GRANGE
ACADEMY
LIBERTAS PER CULTUM

Teaching Assistant Recruitment Pack



Knowledge, Aspiration, Respect

The Grange Academy | London Road | Bushey WD23 3AA

General switchboard: +44 (2)089 509502 | thegrange.futureacademies.org



Welcome to The Grange Academy, and Future Academies

Dear Applicant,

Thank you for your interest in the position of **Teaching Assistant** for The Grange Academy.

The Grange Academy is a flourishing mixed, non-selective secondary school and sixth form based in Bushey, Hertfordshire. Situated within parkland, and close to excellent transport links, The Grange admits students from the ages of 11 to 18.

The Grange Academy is passionate about diversity and inclusivity and we welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient Teaching Assistant to join the team to ensure compliance to all internal and external regulatory requirements.

The Grange Academy is a proud member of Future Academies: A multi-academy trust, founded to improve the life chances and raise the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - **Knowledge, Aspiration, and Respect** - and our motto, **libertas per cultum** ('freedom through education').

Future Academies currently comprises of ten schools across London and Hertfordshire. Further information is available on the Trust website [Future Academies - Academies](#).

If you would like to discuss the role at The Grange Academy in more detail, please do not hesitate to contact Donika Kastrati-Sinani, HR Administrator via email: d.kastrati-sinani@thegrange.futureacademies.org

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

Yours faithfully



Danny Bryant
Principal
The Grange Academy



JOB DESCRIPTION

JOB TITLE:	Teaching Assistant
RESPONSIBLE TO:	Special Educational Needs and Disabilities Coordinator (SENDSCO)
START DATE:	May 2024
HOURS:	37.5 hours a week. Term time (37 weeks) + 5 INSET days
SALARY:	NJC scale 2/3 points 3-5 £22,737-£23,500 + Fringe allowance £988 (FTE) Actual salary £18,963- £19,599 Fringe allowance £824

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK: The Grange Academy, London Road, Bushey, WD23 3AA.

RIGHT TO WORK: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

STAFF BENEFITS: Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme
- Fitness suite available to staff

PROBATION PERIOD: The post holder will be required to complete a 6 month probation period.

PURPOSE OF THE ROLE

The teaching assistant will provide support to teachers in the classroom, aiding in the delivery of effective education and creating a positive learning environment that outstanding attainment and progress are secured at key stage 4 and 5.

Job description

- To participate in the planning of a range of activities for an individual or group of pupils.
- To assist in preparation and adaptation of teaching materials, equipment etc which facilitates the pupils' access to the curriculum.
- To work with pupils either 1:1 or in small groups as directed by the Curriculum Leader and/or Class Teacher.
- To assist with procedures for the monitoring, assessment and recording of the students' progress.
- Work under the direction of the class teacher, SENCO or a member of the Senior Management Team to carry out work and tasks set by the teacher.
- Assist the teacher and work as directed in preparing the classroom and resources for planned work to take place.
- To work with teachers to identify and respond appropriately to students' individual needs, assisting students in areas of specific difficulty.
- To assist the teacher in setting appropriate learning and behaviour expectations of students and supporting students appropriately to achieve these.
- To contribute where appropriate to any multi-disciplinary discussion of the students' needs /progress, to contribute to informal reviews and annual reviews.
- Accompany teachers and students on school visits and in other activities outside of the classroom, taking responsibility for specific students or small groups as directed by the teacher. Assist with the planning of these visits.
- Follow all The Grange Academy policies and procedures, in particular those related to health and safety, child protection, behaviour management, inclusion, equality and data protection.
- Have a flexible and proactive approach to ensure the needs of the children are being met with the support of the team. To work collaboratively with other Teaching Assistants; sharing resources, planning and pupil strategies.
- To participate in relevant staff development activities.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.

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PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> Qualified to degree level or equivalent experience 	
EXPERIENCE	<ul style="list-style-type: none"> High level of ICT skills, including advanced MS Office. This includes proficiency in spreadsheets, word processing and database understanding as well as the ability to adapt to new ways of working in this area Experience of working in a school or other educational environment 	<ul style="list-style-type: none"> Experience of working with other school based systems.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Creativity with the ability to analyse problems and formulate different approaches leading to resolution. The ability to maintain professionalism and maintain confidentiality The ability to solve problems and provide solutions to challenges that arise The ability to prioritise work accurately and efficiently Excellent organisational, planning and time management skills. To be able to remain calm, efficient and positive under pressure The ability to work on own initiative and be decisive The ability to work as a member of a collaborative team Positive interpersonal and communication skills including an excellent telephone manner, tact and patience The ability to remain discrete when privy to confidential information 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children and young people Right to work in the UK Willingness to undertake further training Have a willingness to demonstrate commitment to the Future Academies values and behaviours Committed to Equality, Diversity & Inclusion 	

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APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than 19 April 2024. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role. One of our interview panel members is trained in Safer Recruitment, ensuring a safe and secure recruitment process for all candidates.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HRenquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.