



# Wren Academies Trust

Wren Academy Finchley

Secondary Teaching Assistant

Start date: As soon as possible

Candidate Information – March 2025



**Wren  
Academy**

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## Introduction

Wren Academy Finchley opened in September 2008 as a new school sponsored by the London Diocese of the Church of England and Berkhamsted School. It takes its name from Sir Christopher Wren, the famous polymath, with the intent to inspire students to be curious and explore a wide range of academic disciplines. We have come a long way since 2008 and are now an all through school with over 1500 students aged between 4 and 18. The Academy has continued to grow as we opened our Sixth form in 2013 and have taken on new primary cohorts since 2015. Wren Academy Finchley is proud of its successes having secured exceptional academic progress for our students at KS2, GCSE and A Level. We have also established a national reputation for excellence in teaching and learning, developing an approach that focuses consistently on enabling young people to be effective learners, regularly hosting visitors from the Republic of Ireland and Netherlands.

## Wren Academies Trust

Wren Academies Trust was established in September 2020 with the opening of Wren Academy Enfield, a new 11-18 secondary school. The development of a second Academy has led to further collaboration and innovation with subject departments regularly sharing resources and aligning assessments to reduce workload. The trust is continuing to expand with the inclusion of St Mary's and St John's, another Barnet all-through school, due to formally join the Trust in 2025. The size of the Trust provides many opportunities for continued Professional Development and career progression

**Gavin Smith, Executive Principal**



## Welcome from the Principal

Thank you for your interest in this post at Wren Academy Finchley.

This pack and our website should give you a clear understanding of the Academy. However, if you have any questions about the Academy or post, please do not hesitate to contact **Helen Young on 020 8492 6000**.

Our Learning Culture is important to us and we all work together every day to ensure a calm, purposeful environment. We achieve this through:

- Shared Goals and Vision- We know where we are heading
- Collegiality - We're in this together
- Continuous Improvement and Lifelong learning- We can always get better.

We make no excuses for having high expectations of staff and students. But 'High Challenge' is accompanied by 'High Support.' Middle and Senior leaders ensure that all staff are supported to bring out the best in themselves and others.

Your completed application should be submitted through [MyNewTerm.com](https://www.mynewterm.com). Please note applications will be considered as they are received.

Finally, thank you for preparing your application for this role. I look forward to meeting you if you are selected for interview.

**John Keohane, Secondary Principal**



## Staff Well Being

The Wren Finchley campus, architecturally innovative and visually impressive, is a lovely environment to work in with lots of natural light and clear lines of visibility.

Teachers are encouraged to innovate and adopt a research-focused approach to improving their practice. All teachers joining Wren receive a high quality professional development experience. Our aim is simple- we want teachers to become better practitioners. We explicitly prioritise Continuous Professional Development (CPD) with an innovative programme spread over three hours per week. Within this structure is an increasing focus on engaging with the latest educational research, with many colleagues undertaking small scale research projects related to their practice.

At Wren you will be given time to plan and evaluate your lessons. You will be part of a learning dialogue with colleagues for which time is set aside. Most importantly of all, you will be working with young people who are talented and enthusiastic about their learning. We believe that observing other teachers at work and having them observe you is a professional entitlement and is a key element of how we learn as professionals.

Our Wellbeing committee meets each half term and considers different strategies to reduce workload and improve the quality of the work environment. The group were integral in supporting the launch of our new feedback policy in September 2024 which focusses on in-class feedback and a reduction in 'traditional' marking beyond summative assessments.



## Staff Benefits

- A two week October half term break.
- Free refreshments all day and a daily lunch allowance.
- Annual £1000 'Wren Allowance' in recognition of delivering enrichment activities and contributing to the wider life of the Academy.
- Excellent professional development opportunities including support for programmes of further study and planned career development. This includes the opportunity to study for NPQs.
- Timetabled professional development time during the school day
- A pleasant and attractive working environment. Our restaurant, centrally situated, is the heart and hub of our community. This provides a bright, clean, communal space where staff and students can socialise, meet and eat. Over the years, the restaurant has become the foundation for strong relationships across departments and staff groups ensuring that all staff benefit from friendship and support beyond their immediate teams.
- An exceptionally talented and mutually supportive staff team of teachers and student services colleagues. Our staff body is inclusive and representative of the community in which we serve. We have consistently recruited a talented and committed staff who share the ambition of creating a uniquely successful school
- Children of colleagues working at Wren are given priority for a place
- Talented, courteous and ambitious students
- All staff, whatever their role, are equally valued and the contribution of student services colleagues to the life and success of the Academy is celebrated



# Secondary Teaching Assistant

## Job Description

### Job Purpose

To support the Academy's provision for students with individual learning needs.

### Liaising with

Individual Needs Team, teaching staff, student services staff.

### Working Time

36 hours per week, 39 weeks per year. The post is for term time only.

### Contract Type

Permanent

### Salary

£24,176 - £25,223 per annum.  
NJC Scale Points 3 – 6

### Start date

As soon as possible

## Duties

- To support the learning needs of students who require assistance in accessing the curriculum or who need additional challenge in order to extend their learning.
- To work with students in classroom, small group and one to one scenarios.
- To carry out administration in the Individual Needs department as directed by the Head of Department. This will include the drafting of Personal Learning Plans.
- To administer spelling and reading tests and other assessments and to invigilate in examinations as directed by the Head of Department.
- To liaise with the educational psychologist, external agencies and teaching staff regarding programmes for individual children.
- To support students in their work with outside agencies (e.g. during visits from the speech therapist).
- To carry out behavioural programmes as directed by the Head of Department.
- To maintain records of work done by individual students and report to the Head of Department on progress in line with Academy systems.



## Continued...

- To play a full part in the activities of the Individual Needs department and attend meetings needed to review students' progress as required.
- To liaise with parents as appropriate.
- To take part in the Academy's staff duty rota.
- To take part in the Academy's enrichment programme.
- To assist in the organisation of teaching resources and display materials.

## Professional Behaviour

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and to follow the Academy's dress code and code of conduct.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach and to be prepared for the unusual.



## Assessment

- To continue personal development as agreed in performance management.
- To engage actively in the performance review process.
- To address the performance management targets set by the line manager.
- To oversee staff performance management and training and to maintain training records.

## Other Specific Duties

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements as a Church School.
- To have a record of excellent health, attendance and punctuality.

**This Job Description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.**



# Person Specification

## Professional Skills and Experience

1. Possess experience in a similar role in schools or a demonstrable aptitude for the position.
2. Be a conscientious and dedicated professional with a commitment to ensuring educational opportunity for all.
3. Show evidence of, or willingness for, continuing professional development.
4. Have an understanding of the structure of the secondary school curriculum.
5. Be well organised and an effective time manager.
6. Possess the ability to work with a wide range of young people exhibiting differing learning and emotional needs.
7. Have an interest or experience of working with students who have specific learning needs such as Autism, ASC or Dyslexia.

## People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian vision in the Academy.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Be part of a whole Academy team which seeks and develops a variety of opportunities to support and work with students.
4. Have qualities which earn the trust and respect of students, staff, parents and governors.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess good written and verbal communication skills.
7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.
8. Appreciate the balance between academic and social development of young people, needed to create an outstanding school.



# How to Apply

## Application deadline

Applications will be considered as they are received.

## Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please complete your application through [MyNewTerm](#). CVs will not be accepted.

## Selection process

The selection process may have a combination of tasks, activities and panel interview. Further details will be provided to the candidates shortlisted for interview.

## References

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

## Equality, Diversity and Inclusion

The Trust is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

## Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

## GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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