RECRUITMENT PACK

TEACHING ASSISTANTS

Closing Date: 12 noon, Monday 7th July 2025

11-18 Mixed, Multi-ethnic, Outstanding Academy
1700 on roll (inc 300 in Sixth Form)
One of Brent's most over-subscribed schools

TEACHING ASSISTANTS

Full Time: One year contract initially, subject to reviews
Salary Scale 3 Point 5 £24,790 p.a. (£21,299 p.a. pro rata)
35hrs per week Term Time only

We are looking for enthusiastic and dedicated Teaching Assistants to join our vibrant, inclusive, and high-achieving community from September 2025.

You will play a vital role in supporting pupils with special educational needs, encouraging them in their learning and the acquisition of skills, helping them to grow in confidence, develop key skills, and achieve their potential. Working closely with teaching staff, you will contribute to an engaging classroom environment and be an essential part of our students' learning journeys.

What we're looking for:

- A caring, patient and resilient individual with a genuine interest in supporting young people.
- A team player with strong communication and interpersonal skills.
- 5 GCSEs (or equivalent) grades A*–C including English, Maths and Science.
- Experience working with children aged 11–16 is desirable.

To apply please refer to:-

Chrysalis Multi Academy Trust, Kenton, | Teaching Jobs & Education Jobs | MyNewTerm

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JOB DESCRIPTION
TEACHING ASSISTANT

Purpose and Objectives of Work:	**To ensure:** • That support for pupils with special educational needs and disabilities is implemented under the instruction/guidance of teaching/senior staff; • That pupils have access to their learning and to assist the teacher in the management of pupils and their learning in the classroom; • That resources and materials are available in accessible formats as necessary.
Main Duties and Activities	**Responsible for:** **Support for Pupils:** • Attend to the pupils' education, social and personal needs, and implement related programmes, including academic, social, health, physical and welfare matters; • Working with students to develop their skills that are reliant on vision, speech, language and communication; • Supervise and support pupils ensuring their safety and access to learning; • Establish good relationships with pupils, acting as a role model and being aware of, and responding appropriately to, individual needs; • Promote the inclusion and acceptance of all pupils; • Encourage pupils to interact with others and engage in activities led by the teacher.
	Support for Teachers: • Provide support to pupils where there is a clearly identified need under the direction of the teacher and/or Senco; • Provide opportunities for pupils to practise new skills as part of a planned programme; • Be aware of pupil problems/progress/achievements and report to the teacher as agreed; • Undertake pupil record keeping as requested; • Support the teacher in managing pupil behaviour, reporting difficulties as appropriate; • Gather/report information from/to parents/carers as directed; • Provide clerical/admin support e.g., photocopying, typing, filing, as required. • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
	Support for Curriculum: • Support pupils to understand instructions; • Support pupils in respect of learning strategies;

Main Duties and Activities Cont…	**Support for the School** • To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person; • To contribute to overall ethos, work and mission statement of the school; • To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher
	Performance Management and Continuing Professional Development • All Teaching Assistants will follow the school's performance management system for support staff. • All Teaching Assistants will receive three in-house training sessions per year. Other CPD opportunities will be available for staff as the need arises. • All Teaching Assistants will be observed in their role at least once per year by their performance manager
	The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and the Trust. Enhanced disclosure from the Disclosure & Barring Service is essential.

PERSON SPECIFICATION	
Qualifications	• GCSE English and Maths grade C or higher, or equivalent • Participate in development and training opportunities
Experience	• Knowledge of relevant education policies, procedures • Knowledge of how children develop and learn • Understanding basic learning strategies for development • Working with or caring for children of relevant age
Skills	• Use basic technology – computer, video, photocopier • Verbal and written communication skills to communicate effectively • Numeracy skills appropriate to the learning level of the pupils • Ability to relate to and work well with children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position • Dealing with difficult situations and problem solving • Ability to maintain a professional and flexible approach • Ability to maintain records • Know when to seek advice • Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
Personal Attributes	• To be organized, efficient and reliable • Have a polite, friendly and flexible approach to work • To keep calm and professional at all times
Equal Opportunities	• Commitment and contribution to School policies • Committed to the promotion of equal opportunities
Safeguarding	• Commitment to the safeguarding of children and young people • Hold the right to Work in the UK • Possess an enhanced Child Barred list DBS certificate registered with the online Update Service or be willing to process a new application.