

# BLUECOAT PRIMARY ACADEMY

CLOSING DATE: 10/07/2025

JOB DETAILS: FIXED TERM (MAT COVER)

FULL TIME, TERM TIME ONLY

SALARY: GRADE 5 - FROM £24,790 -  
£25,584 FTE

ACTUAL SALARY: £21,332 - £22,005 PER  
ANNUM



# LEVEL 1 SEND TEACHING ASSISTANT





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**BUILDING A COMMUNITY WHERE EVERY CHILD BELONGS**

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# WELCOME TO BLUECOAT PRIMARY ACADEMY



Bluecoat Primary is an infectious inclusive, diverse and special place to be. We love the fact that our school community is made up of families from different social, cultural and religious backgrounds: at Bluecoat we value everyone, whoever you are and wherever you come from. A challenging but extremely rewarding environment, we want to create the most aspirational landscape for our children.

## WHAT MAKES US UNIQUE?

We **strive** for life in all its fullness, through believing in ourselves, in others and God. What makes us incredible is being a Church of England School but also a School of Sanctuary. We have a mixture of faiths and ethnicities, making everyone feel welcome, celebrating different prayer gestures and delivering our faith in five.

Our **Community Hub** provides amazing Early Help and Support for parents, with a vision to build on our **Together Project**, providing items to those who require them.

We ensure every single year group gets half a term of **outdoor education** through our dedicated programme.

We deliver **Bluecoat Life** every Tuesday highlighting career opportunities.

**Challenge Group** looks at how we invest in going to local areas through enrichment activity

Our incredible relationship with Woven Church has enabled us to run a **Discipleship programme** for any child who wants to go above and beyond in their Christian faith.



Our new **Engage Hub** launched in January 2025, aiming to offer a safe, calm, and nurturing environment where children can develop emotional, social, and cognitive skills. Our **Nurture Group** supports children who face emotional or behavioural challenges, helping them build self-esteem, resilience, and the ability to manage their emotions.

Our **character curriculum** ensures whilst we focus on academics, by the end of year six, we will have invested in the Children's Faith, Health, Self-Awareness, Creativity, Adventurousness and Relationships.

# WELCOME TO ARCHWAY PRIMARY



At Archway Learning Trust we are driven by a desire to meet the needs and fulfil the aspirations of all children, no matter what their challenges or starting points. We are clear that with staff and schools working together, regardless of their stage in the improvement journey, we are transforming lives.

The primary phase of the Trust has expanded through deliberate and strategic investment and has created primary specific staffing capacity to support schools in making sustained improvements. We currently have 2 Academies under our primary offer, which will grow to 3 in September 2025 – and have 3 more who will join in 2026!

Archway Learning Trust is at an exciting period of growth within the primary phase and this role will be key in the continual development of delivering exemplary education to the children and communities we serve.



EDUCATIONAL  
EXCELLENCE



COURAGEOUSLY  
INCLUSIVE



INVEST IN  
OUR PEOPLE



STRONG GOVERNANCE  
& SERVICES

# CASE STUDY

Here we meet with 2 of our staff members who have had exceptional journeys with Archway Learning Trust



## GEORGIA MURPHY

Georgia started as a Level 1 class-based TA, progressing to a Behaviour & Support Learning Mentor.

"Bluecoat Primary is a truly special place because of the incredible bonds and friendships among staff, and the strong community aspect involving parents and children.

The Nurture Group provides pastoral care, supporting children's social and mental health, and fostering resilience. We really hope to expand this initiative to benefit more children in other year groups.

I feel blessed and grateful that we create a safe space for children, allowing them to be themselves and positively impacting their lives."



## ALICIA WHITE

Alicia started as a Level 1 class-based TA progressing to a Level 2 reading intervention TA.

"We all share the goal of helping every child thrive." Alicia attributes her progression to hard work, good time management, and meeting targets in her previous role.

"Being involved in special initiatives such as 'Relax and Read' has helped engage with parents, fostering strong relationships and supporting children's reading development. Magic Breakfast ensures children have a nutritious start to their day.

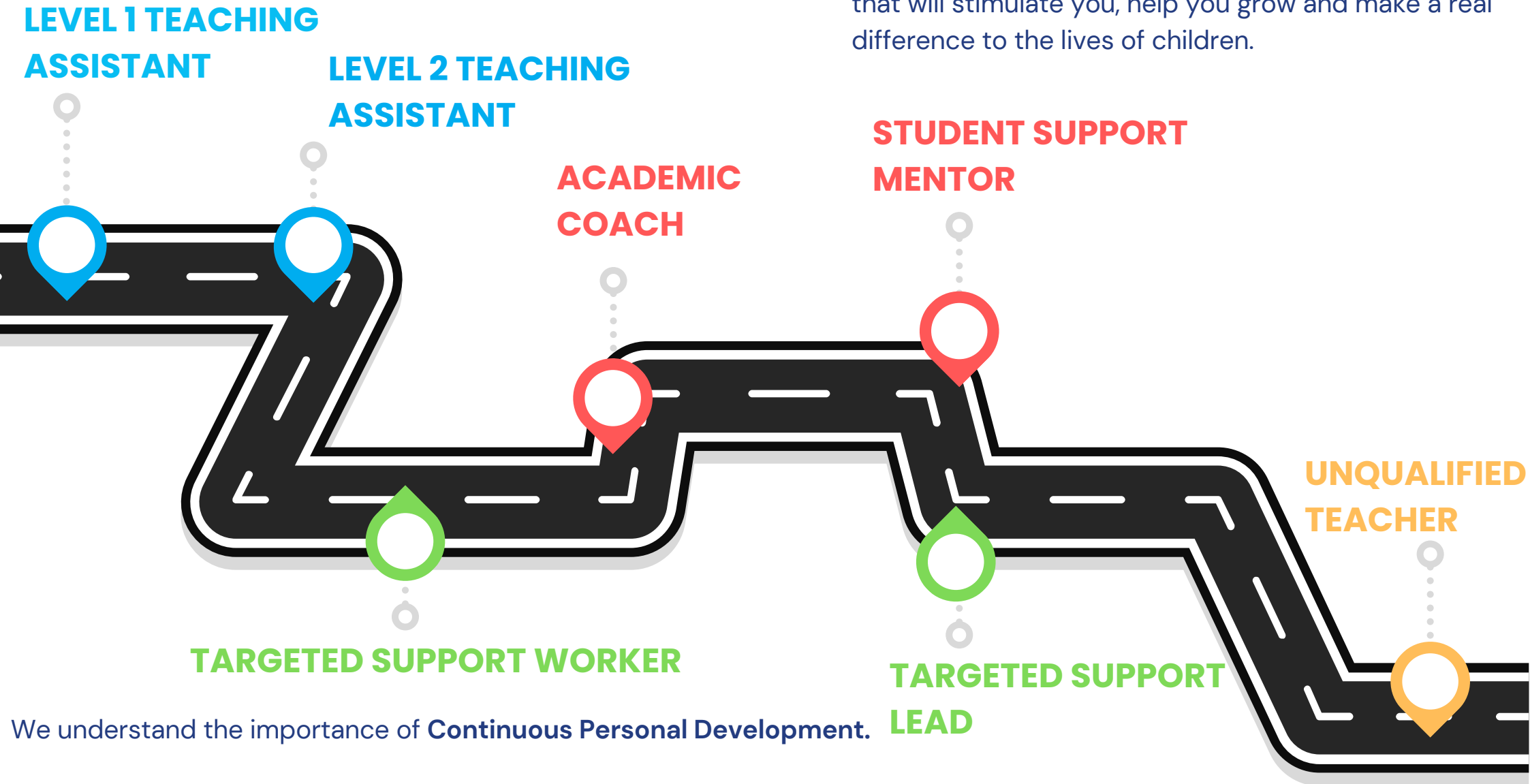
I walk out everyday feeling great knowing that I have helped children improve their reading skills and no matter how small they think it is, it is massive for me."



# CAREER PATHWAYS

Personal development is a cornerstone of our ethos.

Archway offer rich, vibrant and interesting careers, that will stimulate you, help you grow and make a real difference to the lives of children.



We understand the importance of **Continuous Personal Development**.

We offer clear and structured **career pathways** to our teams, whether you are an aspiring leader or looking to deepen your expertise in a particular area, we support your ambitions with tailored professional development programs, apprenticeships, leadership training, and opportunities to take on new challenges and responsibilities.

# ABOUT THE ROLE

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## LEVEL 1 SEND Teaching Assistant

Reporting to: SENDco

Start date: 1<sup>st</sup> September 2025

Location: Bluecoat Primary Academy,  
Harvey Road, Nottingham, NG8 3BB



### Role Overview

We are looking to appoint a committed Level 1 SEND Teaching Assistant to contribute to the teaching and learning at Bluecoat Primary Academy. The successful candidate will be self-motivated, confident and be able to work well as part of the Primary team. We expect our teaching assistants to be flexible to work across school.

The children we serve at Bluecoat are from very diverse backgrounds and so our approach needs to be flexible, understanding and adaptive whilst staying true to our strong Christian ethos and maintaining focus on our core values.

We offer a nurturing environment to our pupils as well as our staff. Staff wellbeing is important at our school and within our Trust. We utilise a range of strategies to ensure children and adults alike are able to thrive.



[Bluecoat Primary Academy - Our Curriculum](#)





# PERSONAL SPECIFICATION



- A genuine passion for helping students learn and grow.
- The ability to remain calm and supportive, especially with students who may need extra help.
- Flexibility to handle various tasks and adjust to different learning styles and needs.
- Understanding and being sensitive to the needs and feelings of students.
- Ability to manage time and resources efficiently.
- Willingness to collaborate with teachers, staff, and other TAs.
- Ability to handle challenges and bounce back from setbacks.
- Dedication to supporting all students, including those with special educational needs.
- Knowledge of safeguarding practices, behaviour management & other legislations or a willingness to learn.
- Desire to learn and grow within the role – there will be opportunities to gain relevant qualifications through our Teaching Assistant Apprenticeship programme.

*"Every day is different, and it's important to find joy in the variety and challenges."*

*- Teaching Assistant at Bluecoat Primary Academy*

# SUPPORT FOR THE STUDENTS

- Foster an environment where children feel safe, supported and encouraged to feel confident in themselves and their learning.
- Help with care, personal hygiene, medical needs and care plans.
- Establish positive relationships with students.
- Promote students' self esteem and independence.
- Support and direct activities with either individuals or groups of students
  - to ensure their safety and facilitate their physical, emotional and cognitive development.
- Encourage acceptance and inclusion of all students.
- To assist students on educational visits, residential trips, transition, off site placements and recreational activities as appropriate.
- Plan and deliver self-organization and study skills programs.
- Develop an understanding of students' specific needs.
- Liaise with Class Teacher and Parents/Carers
- To support groups of students as directed during formal, public or internal Academy Assessments.





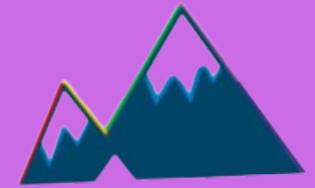
- Create appropriate resources reflecting the various needs of students in lessons.
- Support student/s across the class as agreed by the Class Teacher.
- Support with the collection of data for targeted students.
- To implement learning programmes as directed by the Class Teacher – with individuals and groups.
- To monitor individual students and groups of students needs and provide feedback to the Class Teacher.
- Support the management of student behaviour under the direction of the Class Teacher.

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# SUPPORT THE TEACHER

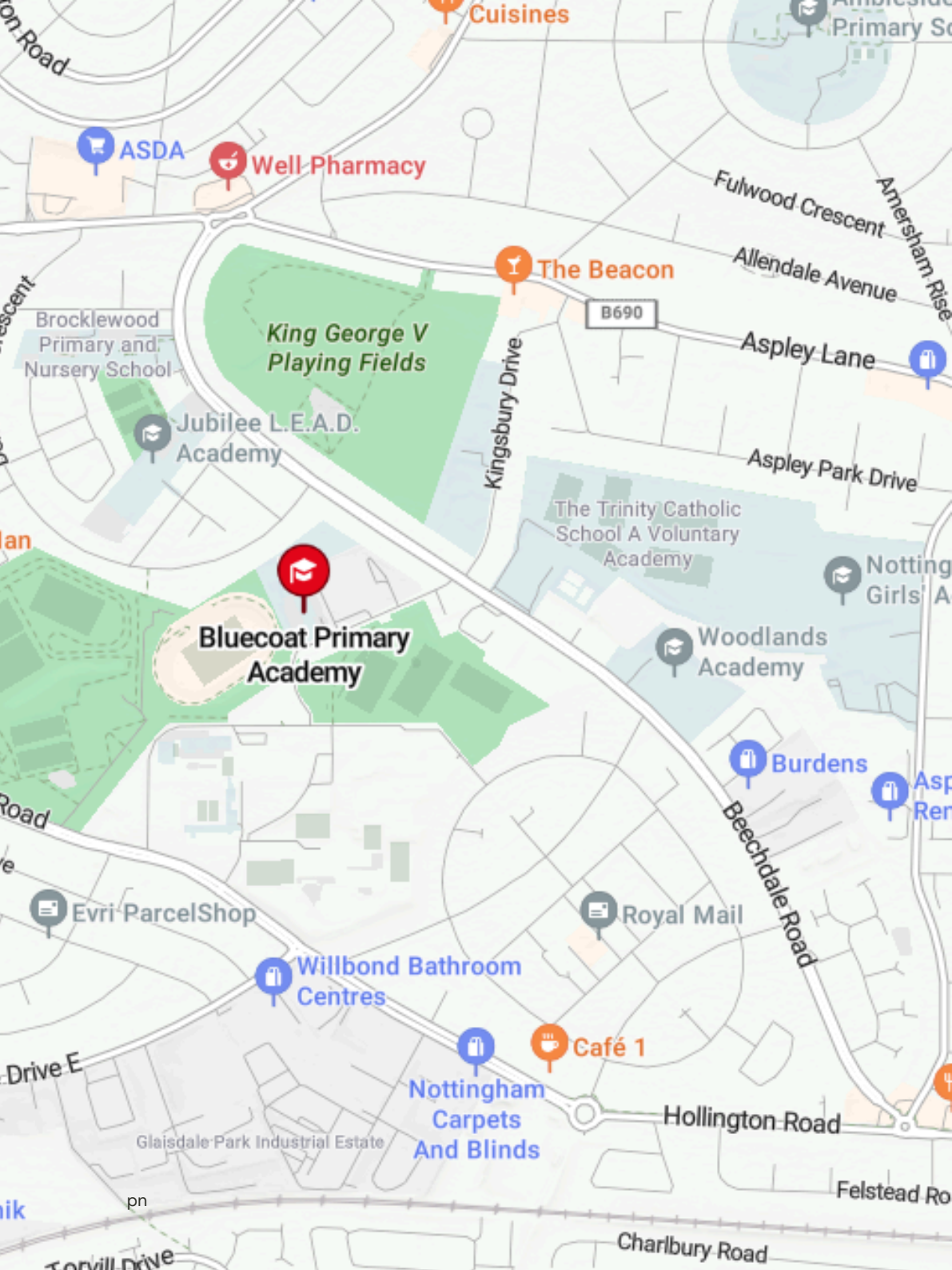


# OTHER RESPONSIBILITIES



- To be invested in Archway Learning Trusts commitment to safeguarding our pupils and follow our policies and procedures relating to the protection of our children.
- Assisting in designing and maintaining an effective learning environment.
- Support the use and development of ICT in the classroom.
- Maintain effective working relationships with colleagues and parents.
- Support the teaching in delivering literacy and numeracy tasks to improve access across the curriculum in a planned manner
- Attend meetings as appropriate
- To liaise with and report to, as necessary, during visits by external support agencies who might be involved in the support of key areas of the curriculum.
- To assess, record and report back on student achievement through academy assessment procedures
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.





## BLUECOAT PRIMARY ACADEMY

Harvey Road  
Bilborough  
Nottingham  
NG8 3BB

0115 900 7200

[Link to virtual tour](#)

# HOW TO APPLY

For an informal chat about the role or to arrange a school visit, please contact: [hr@archwaytrust.co.uk](mailto:hr@archwaytrust.co.uk)

# 1

Please read our 'Safer recruitment' statement on the following pages below.

# 2

Follow this [link](#) to complete an online application form: The deadline for application is 10th July 2025. Applications will be reviewed once the advert has been closed.

## RECRUITMENT PROCESS



# MESSAGE FROM THE CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

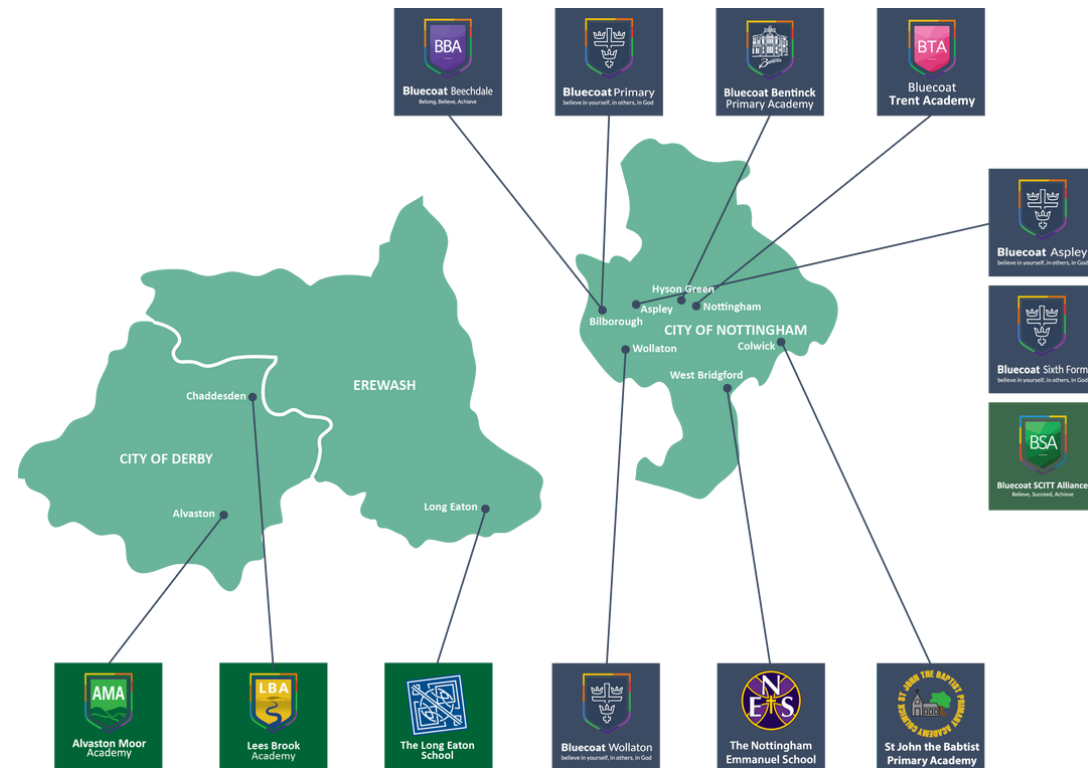
School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

We serve 11 Schools plus our SCITT facility, and are always looking for opportunities to expand our portfolio in the Nottingham and Derbyshire areas.

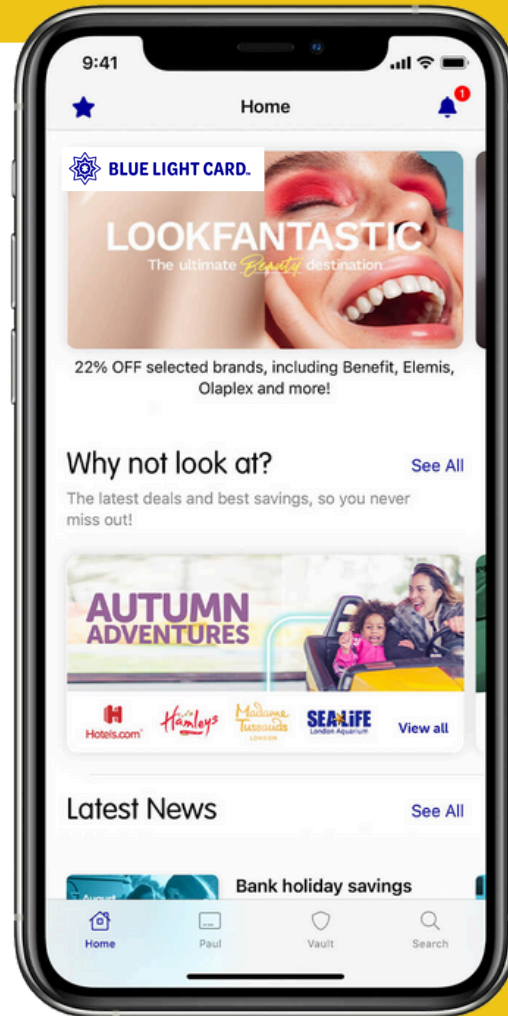
We believe in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies. We have a history of making schools better, serving disadvantaged communities and believe that we have a moral imperative to deliver for every child.



# ARCHWAY BENEFITS



**BLUE LIGHT CARD.**



- From day one our employees are entitled to a range of Archway benefits to include shopping discounts and competitions:
- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' Pensions
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

# SAFER RECRUITMENT

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of KCSIE (**Keeping Children Safe in Education**). In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

## Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the **Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

## Interview

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

## References

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. Online searches Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Archway Learning Trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

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## Equal Opportunities

Archway Learning Trust are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. We are committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact [hr@archwaytrust.co.uk](mailto:hr@archwaytrust.co.uk)