



Secondary Teaching Assistant Wren Academy Finchley

Closing Date: Noon, Friday 26 February 2021

Interviews: After 26 February 2021



Do justice, love kindness, walk humbly with your God: Micah 6v8

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**Wren
Finchley**

Wren Academy Finchley

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London N12 9HB**

Telephone: 020 8492 6000

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Email: firstcontact@wrenacademy.org

Web: wrenacademy.org

Secondary Principal: John Keohane

Primary Headteacher: Louisa Taylor

February 2021

Dear Colleague

Wren Academy Finchley – Secondary Teaching Assistant

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

The information given in the documentation here and more general information elsewhere on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Maria Bigg on 020 8492 6000.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4 using 12 point Arial font must be received by the Academy by noon on Friday 26 February, however applications will be considered as they are received. A hard copy of your application can be posted to the address above or sent by e-mail to wrenhr@wrenacademy.org.

Finally, thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to meeting you if you are selected for interview.

Yours sincerely

**John Keohane
Secondary Principal**

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.



Secondary Teaching Assistant

Salary £17,839 - £18,821 per annum. NJC Scale Points 3 – 6

**Paid for working 39 Weeks of the Year, 36 hours per week
(flexible working hours considered)**

Start date: As soon as it is convenient

An exciting opportunity has arisen to work as part of a welcoming, talented and highly motivated team in an Academy judged by OFSTED to be outstanding. We require a Secondary Teaching Assistant who will support the learning needs of students who require assistance in accessing the curriculum or who need additional challenge in order to extend their learning.

Located in the London Borough of Barnet, Wren Academy is sponsored by the Church of England and Berkhamsted School. Founded in 2008 the Academy is oversubscribed with over 1250 students (including the Sixth Form). The engaging curriculum, innovative enrichment programme and state of the art buildings have contributed to the Academy's notable success.

We wish to appoint a colleague to this role who has:

- Excellent interpersonal skills
- The ability to work effectively as part of a team
- Good organisational skills
- Experience of supporting students with a range of individual needs

Closing date: Noon, Friday 26 February 2021

For an application pack, please see our website: www.wrenacademy.org/recruitment

Please note that we require the Wren Academy Application Form to be completed before we are able to consider your application. We do not accept CV's.

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WREN ACADEMIES TRUST

Wren Academy Finchley

Job Description – Secondary Teaching Assistant

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 will be term time only.

Contract Type

Permanent

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.
- 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.

January 2021

WREN ACADEMIES TRUST

Wren Academy Finchley

Person Specification – Secondary Teaching Assistant

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.

Academy Information 2019/2020

Wren Academy opened in September 2008 as a new school sponsored by the London Diocese of the Church of England and Berkhamsted School. We have come a long way since the school opened to its first Year 7 in 2008 and are now an all through school with over 1400 students aged between four and 18. The school has continued to grow as we opened our Sixth form in 2013 and have taken on new primary cohorts since 2015. The Academy is proud of its successes; we have been given three 'Outstanding' Ofsted judgements and achieved highly in GCSE and A Level results. 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.

Our Sixth Form has grown in popularity since opening to our first Year 12 students in 2013. It has rapidly established a reputation for academic excellence, great study support and a rich and varied extra-curricular programme. Furthermore, we have proved our ability to help students achieve their ambitions by gaining access to the best university courses and employment opportunities.

We are on track to opening a second Academy in the London Borough of Enfield. Plans are well advanced to open Wren Academy Enfield on the Chase Farm Hospital site. The new school will open in September 2020 with the first cohort of Year 7 students. The Academy will then grow each year to become a six form entry 11-18 school. The development of a second Academy will lead to further collaboration and innovation. It is also expected that the further growth of the Trust will result in opportunities for continued Professional Development and career progression.

The Academy has high academic standards coupled with a strong emphasis on developing students' social and learning skills. Our learning culture embraces all aspects of life at Wren, not just the lessons. Students make exceptional progress at the Academy. In 2019, our excellent GCSE results were maintained:

Progress 8	+0.91
Attainment 8	61.88
Grade 5 or above including English and Maths	77%
Grade 9-8 (A*)	28%
Grade 9-5 (A*- B)	78%

Wren Academy Sixth Form students have achieved excellent A Level results this summer with the A* grades being the highest percentage ever:

Grade A*- A	25%
Grade A*- C	83%

We are also delighted with the university and employment destinations our students are achieving. Most Wren sixth form students move on to the university of their choice with increasingly high numbers going to Russell Group institutions and with Oxford, Cambridge, Durham, Imperial and the LSE amongst our destinations. Three students went to Oxbridge this academic year. Wren students regularly win places on the most competitive courses, including medicine, dentistry and law. Students also gained places at highly sought after creative arts institutions such as Central St Martins and Mountview Academy.

Wren is a comprehensive school, which welcomes students of all academic abilities and maximises their potential. We are also a vibrant and culturally diverse community.

Our curriculum is innovative, challenging and engaging. There is an extended school day with lessons of varying lengths, single sex teaching in core subjects and an extensive timetable of enrichment activities. Each half term we have a focus day on which the usual timetable gives way to in depth study of a range of issues. To further support learning and social development, we have a house system and there are vertical tutor groups for students Years 7-10.

The Academy's specialism is Design and the Built Environment. Key skills associated with our specialism, like planning and creativity, impact across all subjects. We work closely with a range of public and private sector partners in delivering the specialism and in ensuring it enhances but never dominates our curriculum.

We have developed students' learning skills and attitudes through our immersion in the philosophy of Building Learning Power (BLP). We have developed a reputation for excellence in this area and now provide BLP training to other schools. Year on year we have recruited a talented and committed staff who share the ambition of creating a uniquely successful school. Colleagues are encouraged to innovate and to develop new ways of learning and working together. We now have over 96 teaching staff and 65 student services colleagues.

We have a campus, which is architecturally innovative and visually impressive with a high emphasis being placed on environmental sustainability. The buildings provide for a wide range of teaching and learning approaches with larger, flexible learning areas and smaller group rooms alongside more traditional classrooms. The working environment for all staff is of a high quality.

Other benefits of working at Wren:

- Children of colleagues working at Wren for over two years will be given priority for a place in Reception or Year 7
- An exceptionally talented and mutually supportive staff team
- Talented, courteous and ambitious students
- A pleasant and attractive working environment
- Free refreshments and lunchtime allowance

Further details on the curriculum, structure and ethos of the Academy are available on our website: www.wrenacademy.org.

John Keohane
Secondary Principal

Selection Process Details

Application deadline

Completed application forms must be received by noon, Friday 26 February 2021.

Completing your application

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria set out in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application and supporting statement should be emailed to wrenhr@wrenacademy.org. CVs will not be accepted.

Selection process

The selection process will consist of a combination of tasks, activities, lesson observations, presentations and 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 your 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.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

February 2021