Bluecoat Wollaton Academy

Level 1 Teaching Assistant

RECRUITMENT PACK

Closing date: 21st September 2026



WELCOME TO ARCHWAY



Thank you for expressing an interest in working for Archway Learning Trust. This booklet sets out to give you an idea of what it is like to be part of the Archway family as a leader, teacher, support staff, or a member of our central team. Each of our employees has a vital role to play across the organisation, because no matter the role, each colleague makes a direct difference to the experiences and outcomes of our young people.

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be a Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple, it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspire a sense of community and help them to deliver excellence.

We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role. Ultimately, it matters to us that everyone who works for Archway feels a sense of belonging and fulfilment in their role. We hope that you will be inspired to apply for this position and look forward to meeting you soon.



James Higham
Chief Executive Officer

Archway Learning Trust

ABOUT THE ACADEMY

At Bluecoat Wollaton Academy, we pride ourselves on being a nurturing and inclusive community where every staff member plays a vital role in shaping young lives. Teaching and support staff benefit from a collaborative culture where ideas are shared, and successes are celebrated. Whether you're an experienced teacher or just starting your journey in education, you'll find a welcoming team ready to mentor and support you.

We are deeply committed to inclusive education, with a strong and well-resourced **SEND provision**. Our dedicated team works closely with students, families, and external agencies to create personalised support plans that meet individual needs.

We ensure access to a **broad, balanced curriculum** and promote independence, confidence, and achievement. With a nurturing environment and high expectations, we empower every learner to thrive academically and socially, celebrating diversity and fostering a strong sense of belonging.

Our forward-thinking **STEM provision** inspires curiosity, creativity, and critical thinking. Our curriculum is designed to equip students with the knowledge and skills needed for success in science, technology, engineering, and mathematics.

We foster partnerships with local universities and industry leaders to enrich learning and provide career insights. Our **dedicated STEM staff** are passionate about innovation and excellence, ensuring every student—regardless of background—has the opportunity to thrive in a rapidly evolving technological world.

We are also entering an exciting phase of growth. A £10.3 million expansion project, recently approved, will add 12 new classrooms and a state-of-the-art three-court sports hall to our campus

.This development will increase our capacity by 300 students and create new opportunities for staff, including additional teaching and support roles. The expansion reflects our commitment to meeting the growing demand for places and maintaining our outstanding educational standards in a modern,
well-equipped environment.



Cath Rowell- Principal

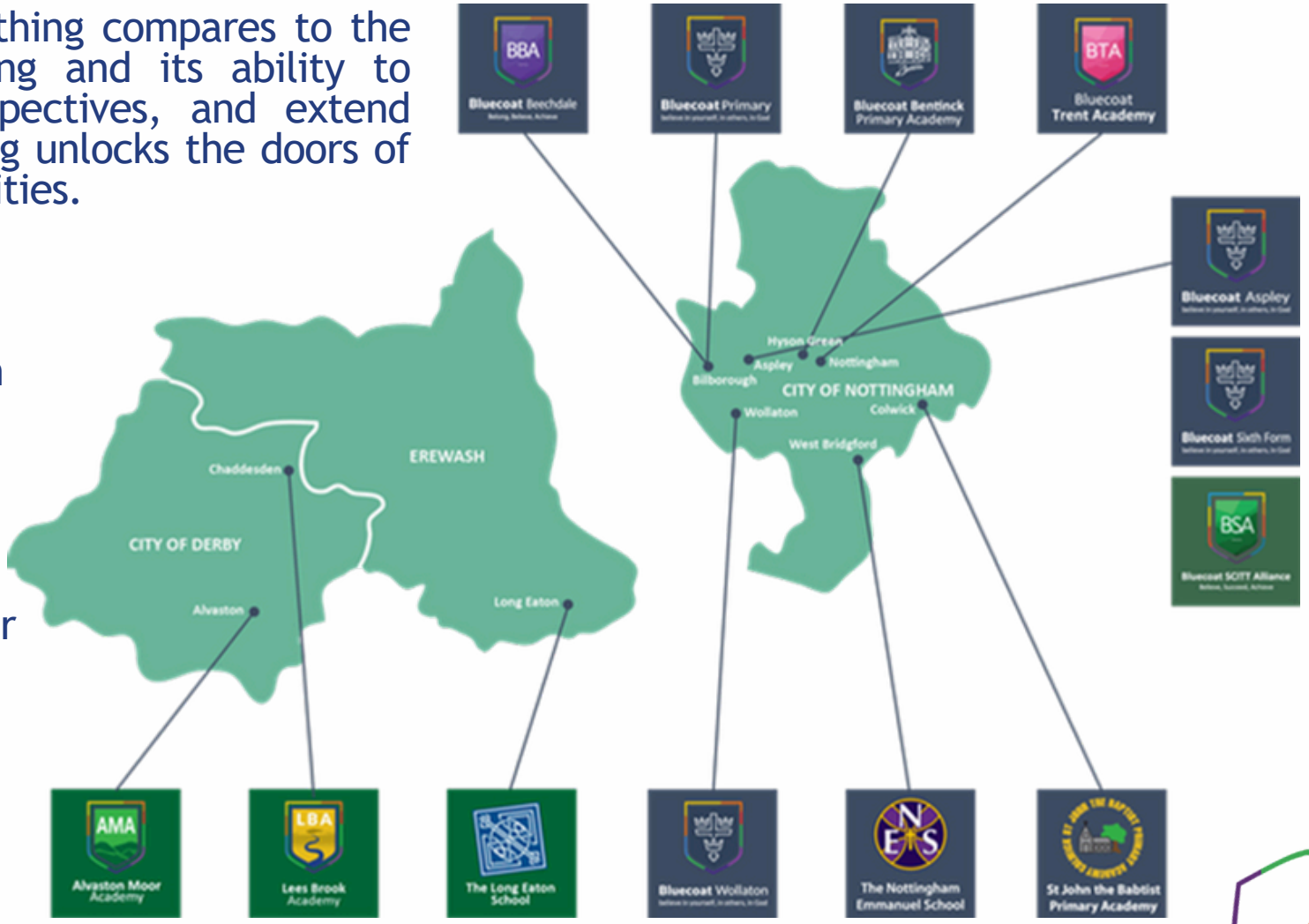
ABOUT ARCHWAY

Archway
Learning Trust

At Archway, we believe that nothing compares to the transformative power of learning and its ability to broaden horizons, deepen perspectives, and extend potential. The very best schooling unlocks the doors of the future and a world of possibilities.

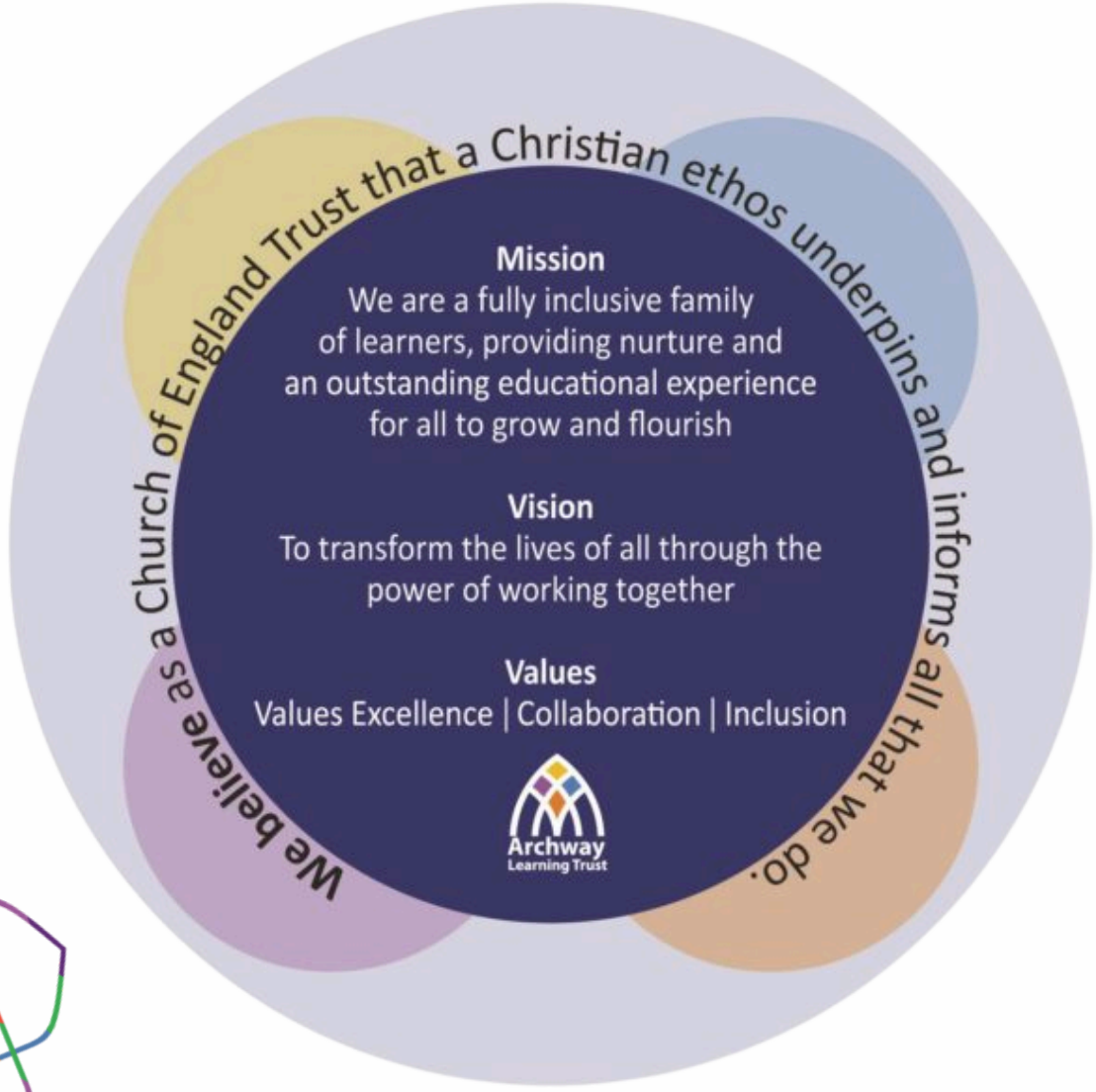
Archway is a place where collaboration and transformation lie at the heart of everything we do.

We are a family of primary and secondary schools, along with our own SCITT, serving communities across Nottinghamshire and Derbyshire.



Across the Archway family of academies, we work closely together to provide the best start in life for every child. We serve a richly diverse range of communities, some of which are among the most deprived areas of Nottinghamshire and Derbyshire. In celebrating our differences, we find what unites us: a deep conviction to give every child the best daily deal, every day, and prepared for a world of possibilities.





This is made possible by the dedication and talent of our staff, who deliver excellence in every corner of our Trust. That is why we are committed to taking the very best care of them, as well as of the children and young people in our academies. When colleagues thrive, so too do our pupils and the communities we serve.

We are proud of our Christian ethos and inclusive culture where those of the Christian faith, a different faith, or none are all equally welcomed, nurtured, and cherished. That's why both faith designated and non-faith academies find a natural home in the Archway family.

ABOUT THE ROLE

As a Level 1 Teaching Assistant, you will play an important role in supporting students to access learning, develop independence and achieve their full potential within a safe, inclusive and nurturing environment. Working under the direction of teaching and SEND staff, you will provide practical, academic and pastoral support to individuals and small groups of students, helping to remove barriers to learning and promote positive outcomes.
You will contribute to the social, emotional and educational development of students by encouraging participation, building confidence and supporting their engagement in both classroom activities and wider school life. The role includes supporting students with a range of additional needs, including assisting with personal care where required, ensuring that all students are treated with dignity, respect and compassion at all times.

Working collaboratively with teachers, support staff, parents/carers and external agencies, you will help to create an inclusive learning environment where every student can thrive. You will assist with the delivery of learning programmes, support behaviour management strategies, contribute to student wellbeing and help maintain a positive and purposeful atmosphere across the school.

This role is ideal for someone who is patient, caring and committed to helping young people succeed, while actively supporting the values, ethos and improvement priorities of the Trust and Academy.

JOB DESCRIPTION

Title: Level 1 Teaching Assistant
Salary: Grade 5 - Points 5 - 7
Actual Salary: From £22,730 - £23,459 per annum
Location: Bluecoat Wollaton Academy, NG8 1EA
Contract: Permanent, Full Time, Term Time Only.

Core Purpose

To support students' learning, wellbeing and independence by providing effective classroom, pastoral and personal care support, helping to create a safe, inclusive and positive environment where all students can achieve their full potential.
Key responsibilities include:

- Supporting students to engage in learning and make progress in lessons and school activities.
- Promoting students' independence, confidence, wellbeing and social development.
- Providing individual and small-group support under the direction of teaching and SEND staff.
- Assisting students with additional needs, including personal care where required, with dignity and respect.
- Working collaboratively with staff, families and external agencies to support positive outcomes for all students.
-

Level 1 Teaching Assistant Responsibilities

SUPPORT FOR THE STUDENT

•Support and direct activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and cognitive development
•Contribute to the health and well-being of students
•Establish and maintain good working relationships with individual students and groups
•Promote and reinforce the students' self-esteem and independence e.g. support in form time,unstructured time etc.
•Encourage acceptance and inclusion of all students
•To support groups of students as directed during formal public or internal school examinations
•To assist students on work placements, educational visits, residential, and recreational activities as appropriate
•To assist students with self-organisation and in the completion of homework tasks, in allocated periods during the school day
•Drawing on knowledge of various forms of individual needs, to develop an understanding of the specific needs of the students within the school community • To liaise effectively with parents/carers as appropriate
•To assume responsibility for designated keyworker role at School Action Plus and/or a named EHCP child
•To assist the other health care assistants in carrying out their role in providing specific assistance to personal care needs of students
•To ensure that you cover the role of personal care in a colleague's absence with guidance from the SENCo/ Lead SEND teacher and Level 2 Teaching Assistants
•To provide care, as and when needed, on off site visits and trips
•To provide practical and personal assistant to individual pupil needs
•To assist students with their day to day personal care needs, personal hygiene, toileting and feeding
•To promote students' independence skills in relation to personal hygiene, toileting and feeding
•To monitor the behaviour of students, encouraging positive behaviour and reporting any incidents • To ensure the safety and well-being of children, providing support where necessary or signposting concerns to colleagues
•To liaise with external agencies, where appropriate, talking through therapeutic programmes and discussing programmes
•To write specific health care plans/Personal Evacuation Plans for key students
•To be responsible for the recording and distribution of medicines
•To support students over break and lunch times

SUPPORT THE TEACHER

- Help with the collation of Review/Annual Review meetings
- Help with classroom resources and records
- To implement learning programmes a directed by the class teacher – with individual or small groups
- To monitor individual student's needs and provide regular feedback to the teacher
- Contribute to the management of student behaviour
- To participate in the evaluation of the support programme
- To contribute to the maintenance and development of the Learning Support Faculty

SUPPORT FOR THE CURRICULUM

- Support and reinforce the school curriculum including catch up KS3/GCSE work, literacy, numeracy activities in a 1:1 setting and in the classroom
- Provide support for learning activities including enrichment activities during the normal school day
- Support the use and development of ICT within the classroom
- Support the smooth running of the Faculty by covering designated priority lessons of absent staff as and when required by the SENCo
- To take responsibility for display and up keep of designated areas in the Faculty

SUPPORT FOR THE SCHOOL

- Maintain effective working relationships with colleagues and parents
- Maintain and safeguard the confidential nature of student/teacher/home issues
- Contribute to the maintenance of student safety and security, including break and lunchtime duties in the Faculty and taxi duties
- Attend Faculty/Pastoral meetings as appropriate

PERSON SPECIFICATION

PERSON SPECIFICATION – LEVEL 1 TEACHING ASSISTANT		
	ESSENTIAL	**DESIRABLE**
EDUCATION & TRAINING		
Further or Higher Education	*	
NVQ3 in Early Years Care and Education; BTEC National in Learning Support; The Council for Awards in Children's Care and Education [CACHE] Diploma or relevant experience		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training	*	
Qualifications in specific health care needs such as epipen training/ first aid/ moving and handling/ dispensing medicines		*
EXPERIENCE		
Previous experience of working within an educational setting		*
Previous experience of working with young people and those with specific health needs/ personal care needs	*	
Experience of working with children with special educational needs		*
Experience in previous care roles either adult or children		*
Willingness to identify and develop own IT skills	*	
Working knowledge of DCSF, Local Authority and other regulatory body's legislation and policy relating to education		*

PROFESSIONAL SKILLS		
Excellent written and oral communication skills	*	
Excellent organisational and administrative skills	*	
Good interpersonal skills	*	
PERSONAL QUALITIES		
Confidence and independence	*	
Ability to work unsupervised and independently understanding school roles and responsibilities and your own position within these	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Good time management skills	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the school	*	
Suitability to work with children Enhanced DBS	Undertaken on appointment	

ARCHWAY BENEFITS

Archway Learning Trust

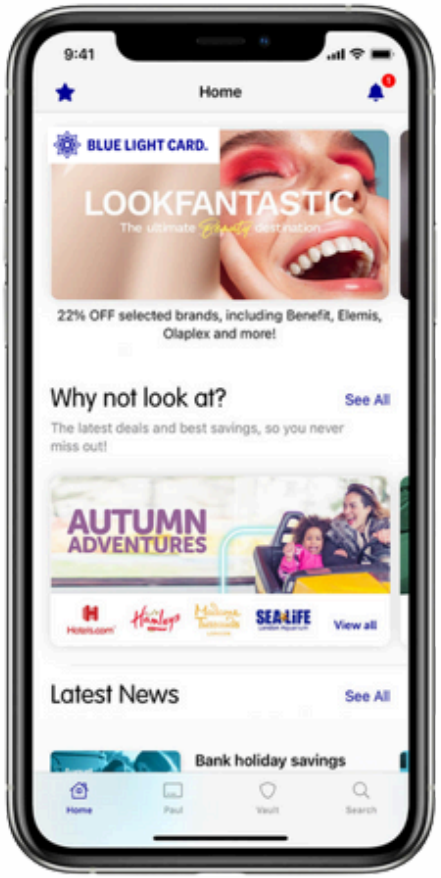
vivup

lgps

your care

Specsavers

BLUE LIGHT CARD



From day one, our employees are entitled to a range of Archway benefits:

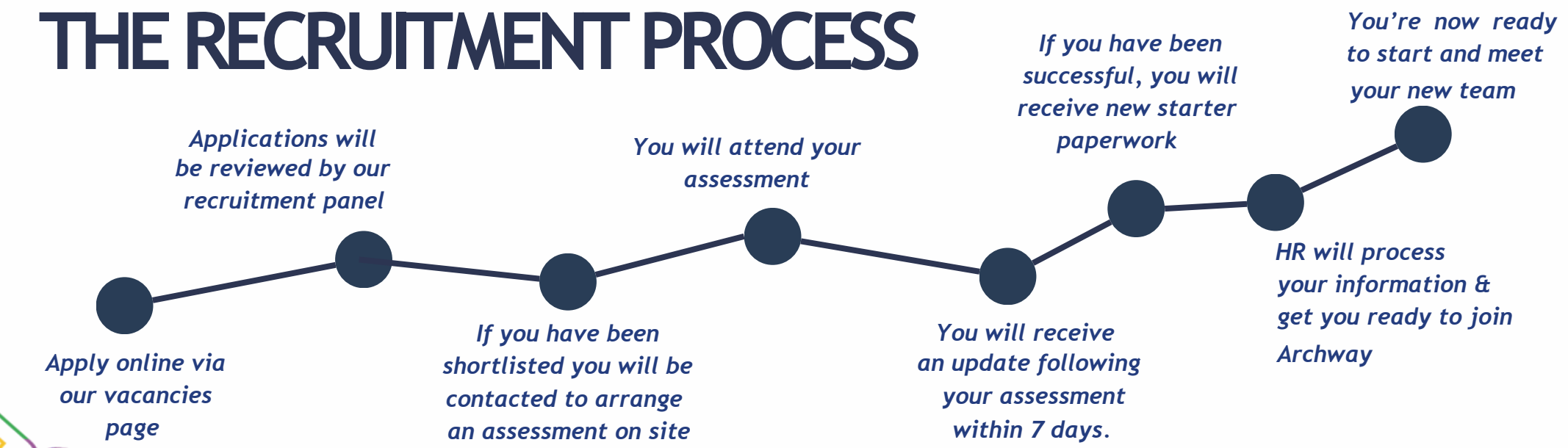
- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' / LGPS Pension
- Comprehensive and tailored training, conferences, and ongoing CPD
- Opportunities for further development and progression
- Working with workload conscious leaders and trustees
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Eye care voucher scheme
- Free flu vaccine

HOW TO APPLY

We know that making a job application is a big decision, and we want to help. For an informal, confidential chat about the role, or to arrange a visit, please contact us at hr@archwaytrust.co.uk

Apply via our vacancies page at https://www.archwaytrust.co.uk/vacancies/ by 21st September 2026.

THE RECRUITMENT PROCESS



SAFER RECRUITMENT

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of Keeping Children Safe in Education (KCSiE). In order to meet these responsibilities, all candidates will be subject to a rigorous selection process.

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.

References

References, including from the current employer, will be taken up for shortlisted candidates before interview/assessment, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies, or gaps in the reference provided.

Online Checks

KCSiE asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Equal Opps.

We 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 Trust population and are therefore committed to increasing representation among staff across all roles and at all levels.