



Candidate Recruitment Pack

**Teaching Assistant and Midday  
Supervisory Assistant -  
Magdalen Academy**

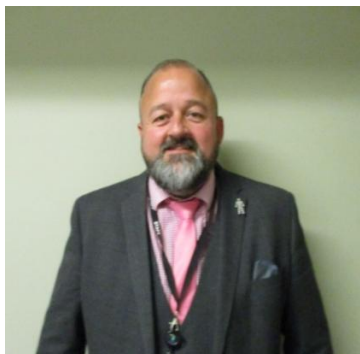
Applications considered upon receipt

[www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

[office@mag.unity-ed.uk](mailto:office@mag.unity-ed.uk)

## A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust a Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. We welcome outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our schools' range in size from 20 to 1200 students and effective collaboration across our schools is an important part of who we are, whilst maintaining individual schools' identity within their community.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application.

Best wishes

Glyn Hambling

CEO

## Our Story



UET was established in March 2017. As of 2024, its family of schools have expanded providing education for 3 - 19 year olds across mainstream and alternative provision settings and now comprises the following:

### Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

### Specialist

Pathfinder School –  
Brooklands, Danby Wood, Douglas Bader,  
Hooper Lane, Brooklands, Rosebery

Compass –  
Belton, Lingwood, West

- UET Earthsea
- Churchill Park Academy
- The Pinetree School

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identity at the heart of their community and engaging with all partners and stakeholders and other high performing educational organisations.

We have an unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

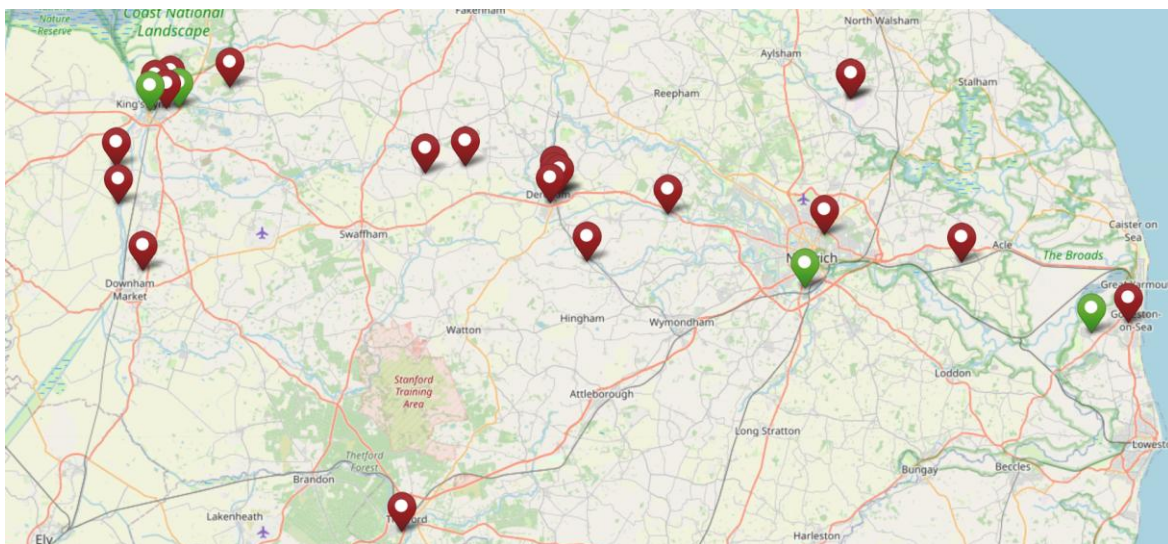
Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.

# Our School – Magdalen Academy



Magdalen Academy is a small, rural school which works alongside Wimbotsham and Stow Academy and St Germans Academy under the leadership one Headteacher. We have a well-established proactive staff team that are committed to the education of the whole child.

At Magdalen Academy, you will find a warm and friendly atmosphere, with a purposeful learning environment. We aim to provide happy and supportive surroundings for the children in our care and have in place a wide range of learning experiences to ensure the full growth and development of the child – physically, intellectually, socially, and morally.



# Underpinning principles





## Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD and a regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.

# Job Description

## Teaching Assistant

### JOB DESCRIPTION

<b>Job Title</b>	<b>Teaching Assistant</b>
<b>Location</b>	<b>Magdalen Academy</b>
<b>Grade</b>	<b>D</b>
<b>Responsible to</b>	<b>Executive Headteacher Executive Deputy Head</b>
<b>Effective Date</b>	<b>September 2026</b>
<b>Role and Context</b>	
<b>Job Purpose</b>	<b>To support pupils' learning and play a key role in their development. In addition, you will also work closely with the class teacher to implement interventions and targeted group work</b>
<b>Context</b>	<b>Job family: Classroom and pastoral</b>

### Principal Accountabilities (in order of importance)

1. To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
2. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
3. Plan and deliver structured and agreed learning activities, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher, pupils and parents/carers in relation to progress, achievement and behaviour in both 1:1 and group environments.
4. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
5. Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents.
6. Assist with the supervision of pupils out of lesson times and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
7. Provide direct learning support for vulnerable pupils supported by the short stay school using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
8. Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
9. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.

10. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour
11. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use.
12. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
13. Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
14. Under agreed school procedures and in line with statutory guidance on supporting pupils at school with medical conditions, to give first aid/medicine and accompany sick pupils home, or to a health centre or hospital as necessary, or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.
15. To undertake all duties with an over-riding regard for the Safeguarding of children and young people and in accordance with all current guidance and best practice in this area.

### Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Maths and English - GCSE minimum Grade C or equivalent</li> <li>▪ Teaching Assistant Level 2</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant qualification with regard to working with children, such as NVQ 3.</li> <li>▪ Teaching Assistant Qualification</li> <li>▪ First Aid qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in an education setting</li> <li>▪ Experience of supporting pupils with SEN</li> <li>▪ Ability to effectively use IT to support learning</li> <li>▪ Working in a school/nursery provision at present.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Norfolk STEPs training</li> <li>▪ Previous experience working with children with SEND</li> <li>▪ Experience working with children with communication difficulties</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Basic understanding of principles of child development and learning processes and in particular barriers to learning</li> <li>▪ Working knowledge of relevant policies/codes of practice/legislation</li> <li>▪ Working knowledge of National Curriculum and</li> </ul>	

	<p>Early Years Foundation Stage</p> <ul style="list-style-type: none"> <li>▪ Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these</li> <li>▪ Ability to relate well to children and adults</li> <li>▪</li> </ul>	
<b>Physical attributes and other circumstances</b>	<ul style="list-style-type: none"> <li>▪ Ability to physically fulfil the responsibilities of the post.</li> <li>▪ Willingness and ability to attend appropriate meetings and training.</li> <li>▪ Reasonable personal presentation.</li> <li>▪ Excellent punctuality</li> </ul>	

## Job Description

### Midday Supervisory Assistant

#### JOB DESCRIPTION

<b>Job Title</b>	<b>Midday Supervisory Assistant</b>
<b>Location</b>	<b>Magdalen Academy</b>
<b>Grade</b>	<b>A</b>
<b>Responsible to</b>	<b>Head of School</b>
<b>Responsible for</b>	<b>Executive Headteacher Deputy Executive Headteacher</b>
<b>Effective Date</b>	<b>September 2026</b>

#### Role and Context

<b>Job Purpose</b>	<p>Headteacher/Deputy Executive Headteacher or Senior Midday Supervisor</p> <p>To ensure the safety and well-being of pupils and the adherence with school procedures while in play areas, the dining room, classrooms or in transit between schools where appropriate.</p>
<b>Context</b>	Job Family: Classroom and Pastoral.

#### Principal Accountabilities

- Supervision of children in all areas of the school, including the dining room, play areas, classroom – as directed by either the Senior Midday Supervisor, Executive Headteacher or Deputy Executive Headteacher in order to ensure the safety and good behaviour of the children.
- Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assisting younger children where necessary.
- The maintenance of good order at all times to ensure school standards are adhered with.

- General assistance in the dining area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times.
- Supervision of movement of pupils to and from dining room in order to ensure the safety and well-being of the pupils.
- Providing care and reassurance to any children hurt; physically or emotionally (including basic first aid when required).
- Set up and clear away tables in dining room.

### Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

#### Skills/Knowledge

- Empathy with children
- Able to exert authority and give directions/instruction in a confident manner
- Able to communicate with children and adults
- Knowledge of school standards and procedures
- Knowledge of health and safety regulations within a school environment, Basic Health and Safety Training, plus awareness of how to obtain information on children's allergies or asthma, etc and how to use epipens, etc.
- Flexibility
- Approachability.

### General Information

- The job descriptions detail the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.



## Joining Us

### LOCATION

The post will be located at Magdalen Academy. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

### PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

### REMUNERATION

The current salary for the post is within the range:

Teaching Assistant Salary: £16,540 - £16,803 Annual Actual (£25,989 - £26,403 FTE)

This post is Scale D. Point 6 – Point 7. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

Midday Supervisory Assistant Salary: £2,097 Annual Actual (£24,796 FTE)

This post is Scale A. Point 3. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

### HOURS OF WORK

The normal working week is one of Teaching Assistant 27.5 hours, Term Time + 1 week. The normal working week is one of Midday Supervisory Assistant 3.75 hours, Term Time only. This is a permanent position.

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

## **BENEFITS**

- Comprehensive induction
- Commitment to your ongoing training and career progression
- Pension scheme
- Eye care vouchers (if criteria are met)
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

# **Terms and Conditions**

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **EQUAL OPPORTUNITIES**

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

## **DISCLOSURE AND BARRING SERVICE CHECK**

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website [www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

Immigration, Asylum and Nationality Act Information – refer to our website [www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)



## How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either children or vulnerable adults. Please be advised that references may be requested prior to interview for roles within our schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a sufficient level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

## Interview process

**Application will be considered upon receipt.**

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Tour and Task
- Interview
- Classroom Familiarisation

Visits are encouraged or for an informal discussion about the post please email [office@mag.unity-ed.uk](mailto:office@mag.unity-ed.uk) or phone on 01553 810326



Unity Education Trust  
C/O Dereham Sixth Form College  
Crown Road  
Dereham  
Norfolk  
NR20 4AG