

University Academy Holbeach

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN



Job Application Pack: Teaching Assistant

32.5 hours per week, 39 weeks of the year (term time, including 5 Training Days)

Salary: G3.6 (£24,796.00) to G3.9 (£25,989.00) (FTE)

Start date: As soon as possible

Principal's Welcome

Welcome to University Academy Holbeach (UAH). I am delighted that you are interested in applying for the role of Teaching Assistant with us.

UAH is an 11-18 secondary, serving young people in the surrounding towns and villages. This is a unique school with a strong vocational offer that enables youngsters to study traditional GCSEs alongside courses such as Motor Vehicle, Brickwork, Electrical Installations and Hair & Beauty.

We have over 1390 pupils on roll, including over 200 students within our Sixth Form, studying a combination of A-Levels, T-Levels and Vocational & Technical qualifications.

We uniquely offer an Apprenticeship programme, supporting local employers and providing training for an average of 130 learners at one time.

Our ethos is built on mutual respect, underpinned by an understanding of the benefits of hard work. We encourage all our learners to make the best of their ability and to strive for the highest possible standards.

Our curriculum is broad and balanced, ensuring our learners experience high quality teaching in state-of-the-art classrooms and suites.

We invite you to explore our website to gain a deeper understanding of the life at UAH, and we look forward to welcoming dedicated, passionate professionals who share our commitment to cultivating a culture of high expectations, ambition, and success for all.

If you require further information, please visit our website, www.universityacademyholbeach.org or email us at enquiries@uah.org.uk

For further information about our Trust, University of Lincoln Academy Trust (UOLAT), please visit www.uolat.co.uk

Sheila Paige
Principal



About the Role

Thank you for your interest in the role of Teaching Assistant to join our SEND Department at UAH.

This post would be to start as soon as possible, and cover 32.5 hours per week, 39 weeks per year (term time, including 5 Training Days).

Interested candidates will:

- Be passionate about providing our pupils with high-quality support in and outside of the classroom.
- Have excellent communication skills.
- Knowledge and experience of SEND would be desirable, but not essential.
- Be proactive, reliable and flexible.
- Have the ability to build effective working relationships with pupils.
- Be able to deliver targeted interventions to support pupils' academic and personal development.
- Help to maintain a safe, positive and well-organised learning environment.
- Have the ability to support learning across a range of curriculum areas.
- Willing to support learners during social times.
- Hold a minimum of GCSE or Level 2 equivalent in Maths and English.
- Demonstrate the capability to engage across a broad range of curriculum areas.
- A willingness and ability to undertake any necessary training is essential for the post.

Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of the advertisement, should we identify an appropriate candidate.

University Academy Holbeach is committed to the safeguarding and promoting welfare of children and young people. All pre-employment checks undertaken are in line with "Keeping Children Safe in Education".

All posts are subject to an enhanced DBS check and Child Protection screening.



How to Apply

If you wish to know more about this opportunity, need further information or would like to arrange an informal discussion, please contact Lauren Conboy (PA to Principal) using lauren.conboy@uolat.co.uk who will arrange this.

Closing Date: Monday 27th April 2026 (9am)

Apply on MyNewTerm and complete all sections in full.



Interviews: To be advised.

References will be obtained after shortlisting and prior to interview.
Please ensure that contact details are accurate.

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Teaching Assistant Job Description

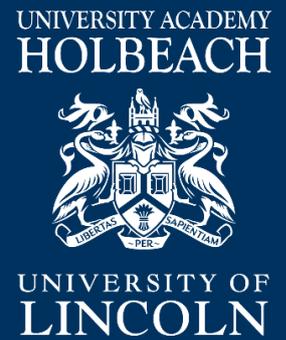
Ambition | Inclusion | Integrity

Job Title: Teaching Assistant

Salary: G3.6 (£24,796.00) to G3.9 (£25,989.00) (FTE)

Start Date: As soon as possible

Reports to: SENDCO



32.5 hours per week, term time, including 5 Training Days.

Job Purpose & Key Responsibilities

UAH is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

The Role

- To provide support for pupils in the classroom and in social time, individually or in groups so they can access the curriculum, take part in learning and experience a sense of achievement.
- Promote pupils' independence, self-esteem and social inclusion.
- To support and encourage a learning environment throughout the school working with class teachers to raise the learning and attainment of pupils.
- To work closely with the SENDCOs to support children with EHCPs and who require SEND support in lessons, subject tests and examinations.

Specific areas of responsibility and key tasks

Main responsibilities, tasks and duties

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- To support SEND pupils with their learning in lessons, ensuring that they stay focused and complete the tasks required to ensure a positive learning environment.
- To support pupils with additional needs, where appropriate, with internal and external examinations, for example, by acting as a reader or scribe.
- To modify or adapt work for pupils with additional needs prior to or during lessons, under the guidance of teaching staff and SENDCOs.
- To motivate and encourage pupils to engage within the lesson.
- To help pupils with their planning and organisation skills, whether ensuring they have access to their homework via EduLink One.
- To establish supportive, caring and secure relationships with children, and to be available to offer individual support.
- To support class teachers with maintaining good order and discipline amongst pupils, managing behaviour effectively.

	<ul style="list-style-type: none"> To use effective behaviour management strategies consistently in line with the school's policy and procedures when working with SEND pupils. To develop knowledge of a range of learning and behavioural support needs and apply these when working with pupils.
Knowledge and skills	<ul style="list-style-type: none"> GCSE Grade C / 4 or Level 2 equivalent in English and Maths. ICT skills / experience with Microsoft Office. Any relevant qualifications such as NVQs / GCSEs. Communicate effectively, both orally and in writing. Accuracy and reliability. Ability to process and interpret information. Team player.
Personal Qualities	<ul style="list-style-type: none"> Self-motivated – ability to work on own to achieve successful outcomes. Creative and able to come up with own ideas. Prepared to learn new skills. An understanding and ability to demonstrate the professional standards required when working in a school environment. Positive outlook and a sense of humour. An awareness of the school aims and ethos and a willingness to actively engage in the Academy and wider Trust community. Be able to carry out all duties to a very high standard.
Health, safety & discipline	<ul style="list-style-type: none"> Promote the safety, wellbeing and safeguarding of pupils in accordance with the UOLAT Child Protection and Safeguarding Policy and Behaviour and Anti Bullying Policy, and any other relevant policies. Work in accordance with all Trust and Academy policies, including those relating to Health & Safety Handbook and Policy.
Management of staff	<ul style="list-style-type: none"> No management of staff required.
Professional development	<ul style="list-style-type: none"> To participate in professional development and Performance Management reviews in line with school policy. To monitor action and self-evaluate, to learn from successes and mistakes. To be committed to the philosophy of continuous professional development and undertake any additional training where required.
Fulfil wider professional responsibilities	<ul style="list-style-type: none"> To contribute to maintaining the ethos, values and expectations of the Academy and to work to Academy Policy and established procedures.
Requirements for all colleagues	<ul style="list-style-type: none"> Employees are expected to comply with any reasonable request from a line manager, Senior Leader or Chief Executive Officer to undertake work of a similar level that is not specified in this job description. To undertake other duties that are in accordance with the purpose and grade of the post, as agreed with the Chief Executive Officer. To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct. To work positively with colleagues, pupils, parents and external agencies, regardless of their gender, ethnicity, sexuality, age or disability. To attend staff briefings, meetings and training sessions as required.

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Teaching Assistant Person Specification

Ambition | Inclusion | Integrity



Teaching Assistant Person Specification

a) Training and qualifications	Essential	Desirable
GCSE Grade C / 4 or Level 2 equivalent in English and Maths	Y	
Any relevant qualifications such as NVQs, GCSEs		Y
b) Experience	Essential	Desirable
Ability to demonstrate qualities required by the job description	Y	
Knowledge and experience of SEND		Y
Demonstrating a good level of competence in using IT		Y
Previous experience working with young people		Y
c) Professional Knowledge and Skills	Essential	Desirable
Be passionate about providing our pupils with high-quality support in and outside of the classroom	Y	
Ability to work with tact, discretion and emotional integrity	Y	
Accuracy and reliability	Y	
Have the ability to build effective working relationships with pupils	Y	
Be able to deliver targeted interventions to support pupils' academic and personal development	Y	
Have the ability to support learning across a range of curriculum areas, including supporting pupils during social times	Y	
Team player	Y	

d) Personal Attributes	Essential	Desirable
Self-motivated – ability to work on own to achieve successful outcomes	Y	
Ability to make decisions and use own initiative	Y	
Creative, comes up with ideas	Y	
Prepared to learn new skills	Y	
An understanding and ability to demonstrate the professional standards required when working in a school environment	Y	
Positive outlook and a sense of humour	Y	
An awareness of the school aims and ethos and a willingness to actively engage in the Academy and wider Trust community	Y	
Accept the need for continuing professional development	Y	
Be able to carry out all duties to a very high standard	Y	
Understanding the need for confidentiality	Y	
e) Safeguarding	Essential	Desirable
Knowledge of the statutory requirements of KCSIE together with experience of Child Protection, Safer Recruitment and Safeguarding procedures	Y	
A commitment to the welfare and safeguarding of children and young people	Y	
Promote the welfare of young people	Y	
Commitment to form and maintain appropriate relationships and personal boundaries with young people	Y	

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



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