



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE



# We're Hiring

## Recruitment Booklet Teaching Assistant

**COCKBURN SCHOOL**

Specialist status in the Performing Arts



**COCKBURN  
JOHN CHARLES ACADEMY**



**COCKBURN  
LAURENCE CALVERT ACADEMY**



**COCKBURN  
INGRAM ROAD ACADEMY**



**FOOTSTEPS**  
to success



**MIDDLETON  
PRIMARY SCHOOL**



**COCKBURN  
REACH ACADEMY**



**MINDFUL  
EMPLOYER**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

# Job Description - Teaching Assistant

<b>Post:</b>	<b>Teaching Assistant</b>
<b>Required:</b>	<b>September 2026</b>
<b>Pay scale and salary:</b>	<b>B1, SCP 4-6</b>
<b>Contract type:</b>	<b>Permanent</b>
<b>Hours of work:</b>	<b>37 hours per week, term time only plus 3 additional training days</b>

**Accountable to: SENDCo**

In the role of Teaching Assistant, you will:

- Support the Visions, Values and Expectations of the Trust
- Support the school in ensuring that all learners receive a curriculum appropriate to their individual needs so that they fulfil their potential at the end of each Key Stage
- Support a specific form group or provide support to a named department
- Support identified learners in the classroom or work with small withdrawal groups
- Be aware of the potential and track the progress of the learners with special needs (as identified by the SENCO) in your groups and, where there is underachievement, discuss this with key members of the teaching staff to plan appropriate intervention strategies
- Alert teaching staff to any issues which may impact upon the learning of the students in their identified cohorts
- Prepare appropriate materials to support the learning of SEND students
- Supervise the learning of whole classes in the absence of a teacher
- Ensure that those who have been absent are able to catch up with the work
- Be involved in form time mentoring
- Provide administrative support for a specific
- Do a duty before, after and during the academy day
- Support the organisation of and attend, Open Evenings, Progress Review Evenings and contribute to the discussions about individual student's progress
- Attend trips and residential as directed
- Carry out administrative tasks where required
- Attend meetings, whole academy events and CPD as required
- Undertake other duties as directed by the Head of School and/or Executive Headteacher

### **Any other duties and responsibilities:**

- All the above duties and responsibilities to be carried out in accordance with Cockburn Multi-Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities including preventing sexual harassment, Data Protection and Health and Safety
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
- Be aware of and support differences ensuring fairness and equal opportunities for all
- Contribute to the overall vision and values of the Trust
- Enable and support the role of other professionals
- Work collaboratively and effectively as part of a team
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and professional development as required
- Flexible and to work at different sites as required

**The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

# Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<b><u>QUALIFICATIONS</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
GCSE Maths and/or English at Grade C/4 or Functional Skills	*		A/Q
Completion of DfE's Teacher Assistant Induction Programme or equivalent qualification		*	A/Q
<b><u>KNOWLEDGE /SKILLS</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Excellent numeracy/literacy skills	*		A/Q/R/S
Ability to engage children and young people to develop a love of learning	*		A/R/S
Work constructively as part of a team	*		A/R/S
Ability to accurately identify, monitor, record and reports on student progress	*		A/R/S
Knowledge and skills to safeguard the welfare of Children and Young People and uphold professional responsibility	*		A/Q/R/S
Effective use of ICT/technology to support learning	*		A/Q/R/S
General understanding of national/curriculum and other relevant learning programmes/strategies		*	A/Q/R/S
Understanding classroom roles and responsibilities and your own position within these		*	A/R/S
Understanding of needs of SEND and SEMH students		*	A/R/S
Ability to self-evaluate learning needs and actively seek learning opportunities			A/R

<b>EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Working with or caring for children and young people	*		A/R/S
Experience of working with individuals with Special Educational Needs & Disabilities and/or Social, Emotional, Mental Health Needs		*	A/Q/R/S
<b>PERSONAL QUALITIES</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
A passion for education and making a difference	*		R/S
Excellent and confident communicator	*		R/S
Effective team member	*		R/S
Energy, enthusiasm and a sense of humour	*		R/S
Ability to motivate self and others	*		R/S
Willingness to contribute to the wider life of the Academy and Trust	*		R/S
Emotional resilience - recognising that working in Education is demanding and approach the challenge positively	*		R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		R/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		Q/R/S

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

**This role is subject six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.**

**Cockburn MAT is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.**

METHOD OF ASSESSMENT (MOA)	A =	Application Form
	Q =	Qualification
	R =	References
	S =	Selection Process

# COCKBURN

## CAREER PATHWAYS

### What job roles am I interested in?

#### Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

#### Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

#### Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

#### Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

#### Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

#### Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

### What career path should I take?

#### Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

#### What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

#### What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

#### How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

#### Smart clinic resources

Self-care and personal development

#### Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

#### National College resources

Teaching and learning, pedagogy, SEND, admin, finance, staffing, recruitment, facilities, H&S

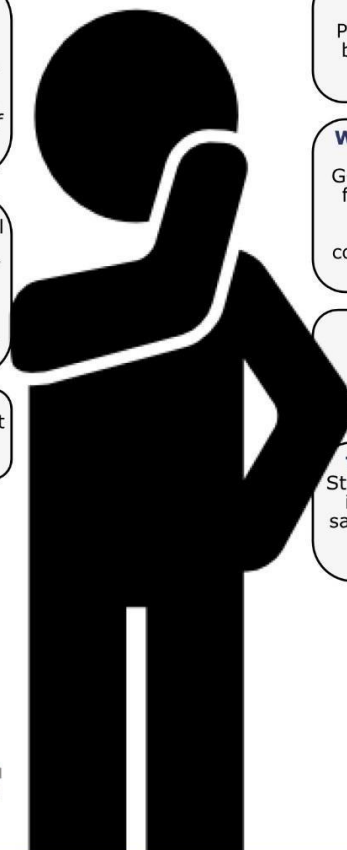
#### Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

### Our values and ethos

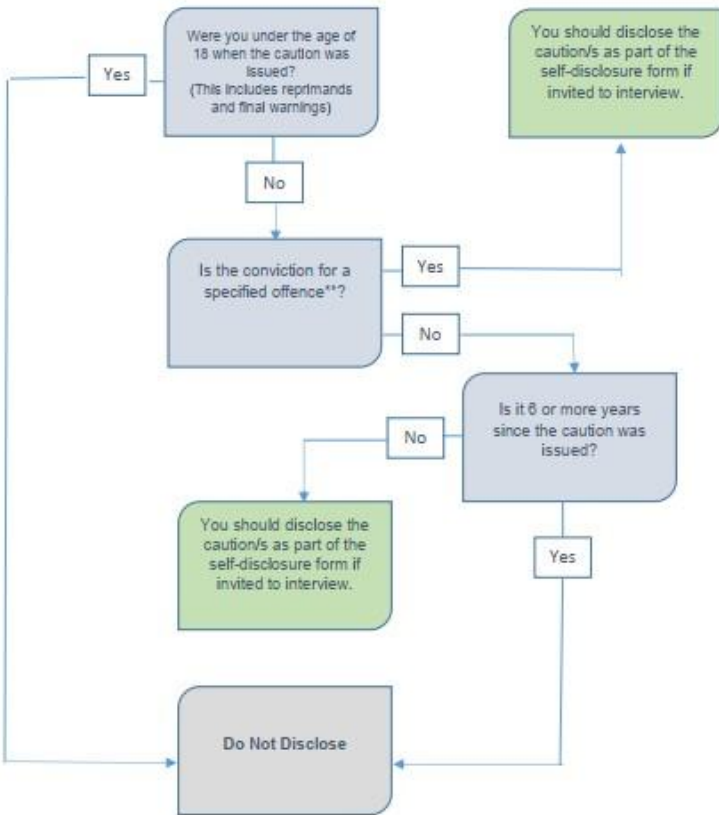
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

## SUPPORT STAFF



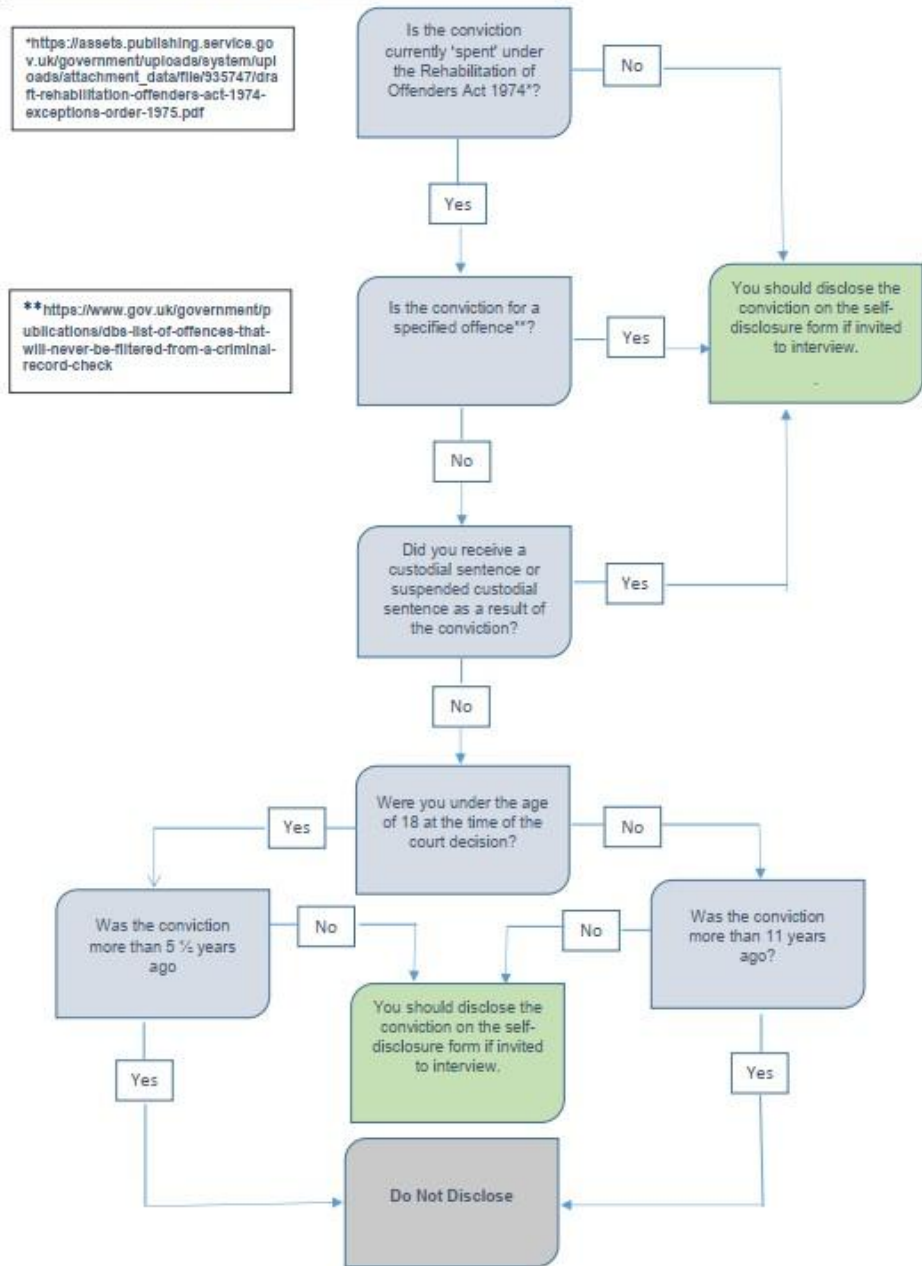
**COCKBURN**  
MULTI-ACADEMY TRUST  
TRANSFORMATION TO EXCELLENCE

**Disclosure of a Caution**  
( this includes reprimands and final warnings)



\*\*<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

**Disclosure of a Conviction**  
Please work this through for each conviction you have separately even if they were part of the same legal proceedings



\*[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/335747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf)

\*\*<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>