

# JOB APPLICATION PACK

# Teaching Assistant

**Salary: GAT 3/4**

**Contract: Temporary – 1 Year FTC**

**Closing Date: 22 February 2026**

**Start Date: ASAP**



## THE BRUNTS ACADEMY



# Job description



**Post:** Teaching Assistant

**Department/Faculty:** SEND

**Responsible to:** SENDCo

## The role

We are looking to appoint an enthusiastic and motivated teaching assistant who has a positive attitude to all aspects of school life. They will undertake work/care/support programmes which ensure full access to learning opportunities and assist the teacher in the classroom.

## Key responsibilities

- They will play a key role in fostering a supportive and engaging learning environment, ensuring all students can reach their full potential.
- To provide learning support to teachers across a range of activities to promote development and learning.
- To deliver individual and small group provision and learning activities.
- Provide feedback on pupil engagement and progress.
- Encourage positive behaviour and emotional development.

## General

Supervise activities of individuals or groups of pupils wherever these are planned to take place around the academy.

- Promote the development and learning of pupils (physical, emotional, educational and social) taking into account their speech, language, communication and social needs. Foster growth of self-esteem and independence, observe and record development.
- Assist with the planning and preparation of resources and activities in line with curriculum and local and national initiatives, e.g. literacy and numeracy, as directed by the Teacher.
- Assist pupils in the use of all classroom resources to ensure full participation.
- Assist pupils with a variety of personal self-help skills that are part of everyday school experience, reporting progress or difficulties.
- Be familiar with all relevant statements of special educational needs specific to individual pupils.
- Establish and maintain consistent and positive relationships with pupils, interacting with them according to individual needs.
- Work with planned interventions/strategies from outside agencies where necessary according to the needs of specific pupils.
- Plan and deliver personalised learning plans\track progress.
- Support pupils' needs during off-site visits under the direction of the Teacher.
- Act in accordance with Trust policies and procedures, particularly in relation to child protection and behaviour management.
- Ensure the health and safety of all pupils at all times.

- Report any problems or concerns to the Teacher(s).
- Undertake any other duties within the scope of the role

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of pupil they are responsible for or come into contact with.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description

# Person specification



|                          | Essential  | Desirable |
|--------------------------|--|-----------|
| Education and Training   | <ul style="list-style-type: none"> <li>• You must be educated up to GCSE level in both English and mathematics and have at least a Level 1 Teaching Assistant Qualification or equivalent expertise and experience to be successful.</li> </ul>  |           |
| Experience and Knowledge | <ul style="list-style-type: none"> <li>• Previous experience supporting teaching and learning in a school setting.</li> <li>• Be familiar with all relevant statements of special educational needs specific to individual pupils.</li> <li>• Understanding of child protection and health and safety procedures.</li> </ul>   |           |
| Skills and Abilities     | <ul style="list-style-type: none"> <li>• Establishing and maintaining consistent and positive relationships with pupils and interacting with them according to individual needs.</li> <li>• Excellent communication and inter-personal skills</li> <li>• Ability to motivate and engage students.</li> <li>• Committed to working closely with students and their families.</li> </ul> |           |

# Application details



## How to apply

Candidates should apply for this role through our website or via My New Term. Wherever possible, please provide email addresses for your referees.

The closing date for applications is **22 February 2026**.

If this post attracts sufficient interest before the closing date, we may decide to close and interview this vacancy at an earlier date, so an early application is advised.

## Interview

Interviews will take place on **w/c 23 February or w/c 2 March 2026**. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## Safeguarding

Greenwood Academies Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## GDPR

All adults employed by the trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

## Child Protection statement

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education".

## Equal opportunities

Greenwood Academies Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.