

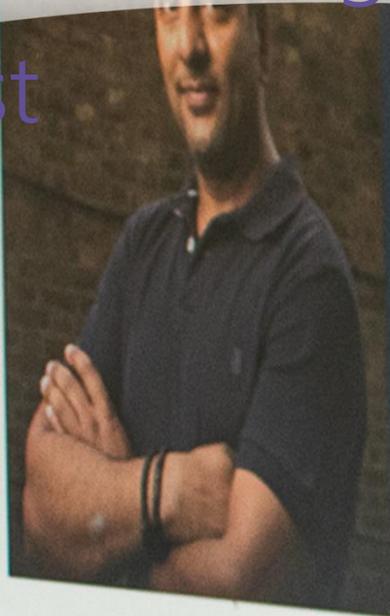


Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PACK

Higher Level Teaching Assistant- SEN specialist



Ganatra

Kemuri-born actor who grew up in Coventry and went to Canadian Court School. Best known for playing Masood Ahmed in EastEnders since 2007.



Frederick Bird
Academy



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WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

Lois Whitehouse – CEO

DEPUTY CEO



We put the quality of education at the core of our vision. Our school improvement strategies provide an excellent framework to deliver a truly broad, balanced and inclusive curriculum with an emphasis on co-curricular activities such as Arts, Music and Sports from age 2 to 18. We believe that every child is a powerful learner.

We are a progressive Trust with an excellent track record of Primary school improvement across our portfolio of 8 schools, 7 of which are Primary schools.



We have strong models of Primary school improvement alongside high-quality implementation and delivery. We have proven able to deliver high standards of education, systematically, through excellent improvement practice that incorporates knowledge building, evidence-informed professional development, and the creation of communities of improvement.

As a successful Trust we deploy the expertise of specialist primary teachers and leaders across our schools to ensure maximum impact.

The goal is for every member of staff, in every classroom to be as **good as they can be** in what they teach (the curriculum) and how they teach (pedagogy), e.g., paired planning time with subject/ teaching expert to develop teacher confidence and pedagogy.

Coaching conversations with teachers/ leaders so that developments come directly from them to motivate and signpost independent improvements through self-study documents such as WALKTHRUS and external courses. This will allow capacity to be enhanced so that teachers can then improve each other and hone/ innovate practice. Once practice is embedded and impactful, we would look to develop leaders of these areas externally to innovate and lead future practice in their school and more widely across the Trust.

We are constantly refining the way we support, challenge, and improve our schools. At the heart of our approach is first-class teaching.

Rob Darling – Deputy CEO

ABOUT THE ROLE

Post Title	Higher Level Teaching Assistant – SEN Specialist
Salary Range	Grade 4 £22,680 - £26,173 pro rata, per annum
Reporting to	Headteacher
Status	Permanent, 37 hours per week, Term Time Only plus 5 days
Flexibility	Flexible working available

Job Purpose:

To work collaboratively with the responsible class teacher by utilising advanced knowledge and specialist skills to undertake 'specified work' and provide care and supervision to children/young people with special educational needs.



Main Duties and Responsibilities:

Under the guidance of the Headteacher and within an agreed system of supervision.

- Undertake appropriate planning and preparation of lessons and courses for individuals, groups and whole classes.
- Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
- Assess the development, progress and attainment of pupils.
- Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.

Other Duties:

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups or a whole class as appropriate.
- Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
- Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.
- Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
- Undertake supervision, and discipline of pupils within the procedures of the school/service, providing feedback to pupils.
- Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
- Ensure that pupils are able to safely use equipment and materials provided.
- Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Liase sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Establish constructive relationships and communicate with other agencies /professionals, in liaison with the teacher, to support achievement and pupil progress.
- Assist the teacher in monitoring and analysing records of pupils' progress.
- Utilise ICT in learning activities and develop pupils' competence and independence in its use.



- Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include: assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing; the changing of soiled clothing and its disposal in an appropriate way; assisting with children's injuries and, where appropriately qualified, administering first aid; assist with the administering of medicines under the direction of the appropriate medical staff; assist with the identification and monitoring of children's general health and welfare.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings as required.
- Any other duties and responsibilities within the range for the salary grade.

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy

Other

- Carries out any other duties as directed by Headteacher that are within the scope, purpose and spirit of the role
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate



Person Specification- Higher Level Teaching Assistant- SEN		Essential	Desirable
Education and Qualifications	NVQ 3 for Teaching Assistants or equivalent qualification or experience	✓	
	Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.	✓	
	Excellent literacy/numeracy skills equivalent to NVQ2 in English and Maths	✓	
	Training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area e.g. ICT, Maths	✓	
Experience	A working knowledge and experience of supporting primary age pupils within a classroom setting	✓	✓
	Experience of supporting pupils with challenging behaviour and SEN	✓	
	Delivery and assessment of activities to students with SEND	✓	
	Experience of working with children with ASD	✓	
	Experience of working with children with Speech and Language difficulties.	✓	
Skills and Knowledge	A working knowledge of national curriculum and other relevant learning programmes	✓	
	Full working knowledge of relevant policies/codes of practice and understanding of relevant legislation	✓	
	Ability to prioritise tasks, work quickly, particularly under pressure and to deadlines	✓	
	A working knowledge of national curriculum and other relevant learning programmes	✓	
	Understanding of the principles of child development and learning processes and in particular, barriers to learning	✓	
	Good communication skills in a variety of contexts in a sensitive and confidential manner with a wide range of people & groups	✓	
	A full understanding of the range of support services and providers	✓	
	Ability to plan effective actions for pupils at risk of underachieving	✓	
	Ability to self evaluate learning needs	✓	
	Ability to work as part of a team	✓	
	Excellent interpersonal & organisational skills	✓	



	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
Safeguarding and Child Protection	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
Professional Development	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓

CORE COMPETENCIES
Clear understanding and commitment to safeguard and protect children
Adopts an inclusive approach respecting diversity in all forms
Conscientiously adheres to school / trust policies and procedures and works ethically
Works in a way, which abides to the school values
Embraces the vision "Together we achieve, individually we grow" and devotedly helps all students achieve this



ABOUT FREDERICK BIRD ACADEMY

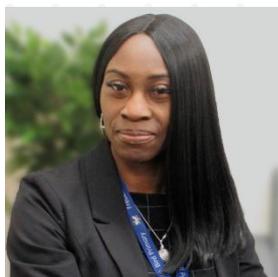


Frederick Bird
Academy

FACTS AT A GLANCE

4-FORM ENTRY
NUMBER OF PUPILS: 872
NUMBER OF STAFF: 125
BASED IN: HILLFIELDS, COVENTRY

WELCOME FROM HEADTEACHER



It is a privilege to be the Headteacher at Frederick Bird Academy, where the children are enthusiastic and motivated to achieve endless possibilities.

Frederick Bird Academy is a proud member of the Inspire Education Trust, a 'family' of like-minded schools, which collaborate to provide mutual support, share good practice and learn from each other whilst retaining their own distinctive character.

We are a large primary school of just over 800 children serving the Hillfields area of Coventry. Our team of dedicated, hardworking, and skilled staff are committed to ensuring that our children achieve excellence and enjoyment in all that they do. In promoting a culture of aspiration and achievement, we aim to provide a high-quality education that prepares our children for their next step and beyond, as well as equip them to meet the challenges of a changing society.

Our vibrant community is celebrated and reflected in our curriculum offer which provides children with a wide range of memorable experiences and values their individuality and heritage. All children regardless of disability, race religion, belief or gender are encouraged to reach their full potential, uphold British values and embrace the rich cultural diversity of our community.



We are a truly inclusive school and expect the highest standards of learning, behaviour and attendance from our children. Through our partnerships with parents, we aim for all children to be the best learners they can be.

In this recruitment pack, we aim to give an insight into our school and a glimpse of our values, our curriculum, and our community.

We hope that you will find this information a useful starting point.

Please feel welcome to pop in and see Frederick Bird in action.



Michelle Porter – Headteacher

OUR SCHOOL VALUES

“Aspire and Achieve”

Our shared vision is for every child to be a proud member of our community, surrounded by care, positivity, and happiness. We will educate and nurture them to be the best that they can be in our ever-changing world.

We aim to achieve this by motivating children to:

- Be positive, curious and enthusiastic about learning
- Surpass expectations of themselves and follow their dreams, interests and talents
- Understand their role in the school community and beyond
- Use their voice to ask questions, share their opinions and demonstrate their learning

Providing an environment which:

- Challenges ALL, whilst providing an ethos in which mistakes are a part of learning
- Nurtures respect of others and themselves whilst valuing diversity and equality
- Is built on trust, enabling children to feel safe and secure
- Is a positive place where all are aware of their roles, contributions and impact on one another
- Values the physical learning space
- Sets high expectations and instils a sense of pride in all aspects of school life
- Nourishes and supports everyone’s mental health and ambitions

Teaching and encouraging children to:

- Celebrate the journey as well as the outcome
- Become self-aware by knowing their strengths and weaknesses



- Aspire to greatness by providing children with a range of wider opportunities which influences their current and future success
- Take on board feedback as an instrument to improve and achieve potential

Helping children to develop:

- A wide range of skills across the curriculum and to be literate and numerate in order to succeed beyond our school
- The ability to process their emotions in a healthy and constructive way
- Pride in their work, themselves and their intellectual worth
- The confidence and resilience needed to thrive
- An understanding of what it means to live and work in a diverse community

Valuing the role of ALL adults to shape children's lives by:

- Modelling positive attitudes and relationships
- Engaging parents to enable them to be an active partner in their child's learning
- Recognising the strengths and skills of all staff, ensuring everyone feels valued



FREDERICK BIRD ACADEMY ONLINE

Please see below the ways to connect with Frederick Bird Academy online. We have so much great content on our website and our social media, which is where you can see what life at Frederick Bird is really like.

<https://frederickbirdacademy.org/>

Facebook

Facebook.com/frederickbirdprimary

Instagram

instagram.com/frederickbirdacademy

X/ Twitter

twitter.com/FBirdAcademy

YouTube

youtube.com/@frederickbirdprimaryschool



"Aspire greatly; anything less than a commitment to excellence becomes an acceptance of mediocrity"
It is a privilege to be the Headteacher at Frederick Bird Academy, where the children are enthusiastic and motivated to achieve endless possibilities.

Frederick Bird Academy is a proud member of the Inspire Education Trust, a 'family' of like-minded schools.



Translate





ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is an Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each child and student understands what they are capable of, and what talents they have, and strives for excellence in themselves to succeed in the next stage of their education and the world of work.



Inspire Education Trust

Together we achieve, individually we grow

We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated, and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

Inspire Education Trust is made up of 8 schools.

- Arley Primary School, New Arley, Warwickshire (2024)
- Blue Coat Church of England School & Music College, Stoke, Coventry (2020)
- Clifford Bridge Academy, Binley, Coventry (2015)
- Frederick Bird Primary School, Hillfields, Coventry (2024)
- Hearsall Community Academy, Earlsdon, Coventry (2017)
- Stockingford Academy, Nuneaton, Warwickshire (2019)
- Walsgrave Church of England Academy, Walsgrave, Coventry (2015)
- Whittle Academy, Walsgrave, Coventry (2015)

Our Trust Motto encapsulates the beliefs and ideals of our family of schools.

"Together we achieve, individually we grow"

OUR TRUST

- Arley Primary Academy
- Blue Coat Church of England School & Music College
- Clifford Bridge Academy
- Frederick Bird Academy
- Hearsall Community Academy
- Stockingford Academy
- Walsgrave Church of England Academy
- Whittle Academy

KEY FACTS AT A GLANCE

7 PRIMARIES & 1 SECONDARY

MIXED MAT – 2 CHURCH OF ENGLAND SCHOOLS

5,000+ PUPILS AS OF JAN 2024

709 STAFF

OPERATING OVER 2 LOCAL AUTHORITIES



Inspire Education Trust

Together we achieve, individually we grow

STAFF WELLBEING & SUPPORT 'THE LITTLE THINGS'

At Inspire Education Trust, we are committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. Our trust leaders aspire that all colleagues are fit, well and content at work. Some of the little but important things we give back to staff are listed below; new ideas are always welcome.



External coffee van visits site for staff use



Support for new staff starters who join Inspire Education Trust (e.g buddy pairing)



Calendars regularly reviewed with staff workload in mind



No Student or class data collected for data's sake



Prayer and worship time across our CofE schools



8 free external counselling sessions for all staff



PPA time designed to promote a healthy work life balance



Dedicated classroom wherever possible for all teaching staff



Free Wellbeing App Subscription



Time off for staff wellbeing



Staff wellbeing integral to the appraisal process.



Enhanced paternity leave for all staff - 1 week at full pay and 1 week at Statutory Paternity Pay



Gym and fitness membership discount through CV-Life (based in Coventry)



Flexible and generous approach to family appointments, children's events, nativities, sports days etc



Opportunities for staff to get involved in sport and physical activity



Opportunities for career development always considered



Measured approach to lesson drop-ins



Staff marking & workload group to guide and develop policy



Communications protocol which promotes a healthy work life balance



Cycle to work scheme



Approachable Senior Leadership Teams



Staff social events (e.g time to talk)



Staff wellbeing champion network of support



EAP (Employee Assistance Programme) - Health Assured



Employer pension contributions of 23% + for teaching and support staff.



Generous holiday allowance for all year-round support staff (28 days annual leave, plus 8 bank holidays. Increasing to 33 days after 5 years of service)



Access to trained Mental Health First-Aiders for all Staff



MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the My New Term website: <https://www.ietrust.org/vacancies/>

The closing date for applications is Wednesday 22nd April 2026

Applicants are encouraged to contact Emma Cafferty – Emma.Cafferty@fredrickbirdacademy.com if they wish to arrange a visit to the school.

Shortlisted candidates will need to be available for interview on Wednesday 29th April 2026

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting Catherine Alexander-Gamble – HR & Payroll Coordinator Catherine.alexander-gamble@ietrust.org

We look forward to hearing from you.





HOW TO FIND US

If you arrange a visit or are successfully shortlisted for an interview, then you will need to visit our school. Please see the below for guidance and directions on how to find Frederick Bird Academy.



ADDRESS

Frederick Bird Academy
361 Swan Lane
Coventry
CV2 4QQ

*7-minute drive away from
Coventry City Centre, and a 10-
minute drive from Coventry Rail
Station.*

PARKING

As you arrive at the front gate there is an intercom you can ring that will put you through to the office, they will let you in and you can park in the car park circled below. You can then enter your registration when you sign in as a visitor on our sign-in system.





RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST



Inspire Education Trust

Together we achieve, individually we grow

Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contact details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

Together we achieve, individually we grow



facebook.com/ietrust



instagram.com/inspire.education.trust



twitter.com/inspireedtrust



linkedin.com/company/inspire-education-trust



tiktok.com/@ietrust



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