



Inspire Education Trust

Together we achieve, individually we grow

# RECRUITMENT PACK

## KS2 Teaching Assistant



Ganatra

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



**Frederick Bird**  
Academy



# CONTENTS

WELCOME	3
ABOUT THE ROLE	4
PERSON SPECIFICATION	7
ABOUT OUR SCHOOL	9
ABOUT INSPIRE EDUCATION TRUST	12
WELLBEING & SUPPORT	13
MAKING AN APPLICATION	14
HOW TO FIND US	15
FAQ'S	16
STAFF TESTIMONIALS	18
PRIVACY NOTICE	20





## 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

<b>Post Title</b>	<b>KS2 Teaching Assistant</b>
<b>Salary Range</b>	<b>Grade 3 - £21,108 - £22,129 pro rata, per annum (FTE £25,185 - £26,403)</b>
<b>Reporting to</b>	<b>Headteacher</b>
<b>Status</b>	<b>Permanent, 35 Hours per week, TTO plus 5 days</b>
<b>Flexibility</b>	<b>Flexible working available</b>

### **Job Purpose:**

To support the class teacher in delivering high-quality education and care, promoting the learning, development, and wellbeing of all pupils. This includes enabling pupils—particularly those with



additional needs—to access learning, develop confidence and independence, and thrive within an inclusive school environment.

### Pupil Support

Under the direction of the classroom teacher or designated supervisor:

- Provide tailored support to individuals or small groups, including those with SEND, to promote engagement, progress, and independence.
- Encourage pupil voice, self-advocacy, and confidence through supportive interactions and personalised guidance.
- Support pupils' physical, emotional, and social development, using appropriate strategies and interventions.
- Assist with personal care, medical needs, and wellbeing routines in line with school policies. Promote positive behaviour and emotional regulation using inclusive, trauma-informed approaches that foster resilience and wellbeing.

### Teaching & Learning

Under the direction of the classroom teacher or designated supervisor:

- Support the delivery of planned learning activities, adapting resources and approaches to meet diverse needs.
- Support adaptive teaching by helping to personalise learning experiences based on pupils' strengths, needs, and interests
- Contribute to the implementation of EHCPs, Individual Education Plans (IEPs), and behaviour support plans.
- Use digital tools and assistive technologies to enhance accessibility, engagement, and independence in learning
- Provide feedback to pupils and contribute to assessment and progress tracking

### Classroom Organisation

Under the direction of the classroom teacher or designated supervisor:

- Prepare, maintain, and organise learning resources and classroom displays.
- Support the teacher with administrative tasks such as photocopying, filing, and collecting resources.
- Assist with the supervision of pupils during transitions, breaktimes, and off-site visits.

### Professional Development

- Engage in regular continuing professional development (CPD) and training as required by the Trust or school.
- Reflect on practice and contribute to a culture of continuous improvement.

### 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 the Headteacher or designated supervisor that are within the scope, purpose and spirit of the role
- This role may include providing 1:1 support for pupils with SEND to ensure they can access learning, build confidence, and thrive in the school environment
- Take responsibility for own wellbeing and seek support when needed.

This job description is not exhaustive and may be subject to change. It will be reviewed regularly and may be amended in consultation with the post holder to reflect the evolving needs of the school and the Trust.



## PERSON SPECIFICATION – KS2 Teaching Assistant

		Essential	Desirable
<b>Education and Qualifications</b>	Level 3 qualification (or equivalent experience) in Supporting Teaching and Learning or a related subject	✓	
	GCSEs (or equivalent) in English and Maths at Grade C/4 or above	✓	
<b>Experience</b>	Experience supporting pupils in a classroom or educational setting	✓	
	Experience working with children or young people in a paid or voluntary capacity	✓	
	Experience supporting pupils with SEND or additional needs	✓	
	Experience using digital tools to support learning		✓
<b>Skills and Knowledge</b>	Effective communication skills (oral and written)	✓	
	An ability to work independently and as part of a team	✓	
	Attention to detail/ability to enter data accurately	✓	
	Ability to prioritise workload and manage pressure	✓	
	Discretion and experience of handling confidential data	✓	
	Competent in using digital tools and technology to support learning	✓	
<b>Personal Qualities</b>	Dedicated to our vision that all children are entitled to an exceptional, inclusive education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Works with honesty and integrity	✓	
	Emotional resilience and ability to support pupils working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
<b>Safeguarding and Child Protection</b>	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	✓	
	Familiarity of Keeping Children Safe in Education (Part 1)	✓	
	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	✓	



<b>Professional Development</b>	Willing to participate in further appropriate professional development	✓	
---------------------------------	--	---	--

### 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

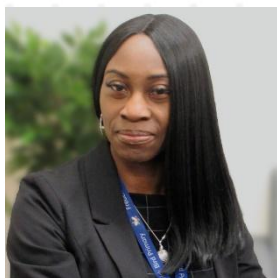
**4-FORM ENTRY**

**NUMBER OF PUPILS: 869**

**NUMBER OF STAFF: 119**

**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



## 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

3,800 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 at 12 noon on Monday 18<sup>th</sup> May 2026.

Interested candidates are encouraged to contact Emma Cafferty - [Emma.Cafferty@Frederickbirdacademy.org](mailto:Emma.Cafferty@Frederickbirdacademy.org) to arrange an initial conversation with Michelle Porter - Headteacher.

Applicants are advised to [Recruitment@frederickbirdacademy.org](mailto:Recruitment@frederickbirdacademy.org) contact if they wish to organise a visit to the school.

Shortlisting will take place, and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview on Friday 22<sup>nd</sup> May 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@ietrust.org](mailto: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.





## FREQUENTLY ASKED QUESTIONS



### **How do I apply for a vacancy at Inspire?**

All applications must be received electronically via our TES page. CVs may be accepted but will not replace the application form.

### **Top tips for writing my application for Inspire?**

Complete the application form as thoroughly as possible, providing comprehensive information about your past employment, training, and any gaps in employment, from leaving school, until the present day. Emphasize your alignment with the Person Specification criteria in your supporting statement, elaborating on why you believe you are the best candidate for the job.

### **How does shortlisting work?**

'Blind' shortlisting is carried out by a panel of staff who will judge the applications based on how closely they match the criteria from the person specification. By 'blind' we do not divulge to the shortlisting panel, certain sensitive information about candidates protected characteristics.

### **When will my referees be contacted?**

Following KCSIE guidance, we will seek to obtain references for all shortlisted candidates, before the interview. This allows any concerns raised to be explored further with the referee and taken up with the candidate at the interview. With effect of 1st September 2022, following further guidance from KCSIE, there will also be an online search as an additional pre employment check at this stage. Referees will not be contacted if candidates have not given permission.

### **How will I be contacted if I am successful?**

Successful candidates will be contacted by email after the closing date to invite them to interview with the date, time, and location of the interview. At this stage, you will also be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children.



Whilst we endeavour to inform all candidates of their application outcome, If you have not heard from us within 2 weeks of the closing date, please assume you have not been successful on this occasion.

### **What is involved in the interview process?**

All of our interviews consist of formal, competency-based questions. Additionally, for teaching roles, there will be a lesson observation, and for other key roles, there may be an assessment task (e.g. a presentation, administrative task, data analysis task etc). You will receive information on your invite to interview email which will detail the specifics of the task and what we would like you to prepare in advance.

### **You will also be asked to bring in proof of identity documents to satisfy a DBS check and qualification certificates, relevant to the role.**

Candidates who have a disability or any other needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the selection process.

### **Is there an onboarding process?**

We have an extensive onboarding and induction program which will take you through exactly what to expect before you start your new role, by the end of your first day, by the end of your first week, and by the end of your first month. You will also find important information to online safeguarding training sessions you will be required to complete during your induction.

### **Is there a probation period?**

Yes, there is a probation period of 6 months for support staff. This provides an opportunity for us to put in place a structured plan of CPD and support for new colleagues.



## STAFF TESTIMONIALS

*Taken from our 2023 staff wellbeing survey*

*"I work with a wonderful team of colleagues who are supportive and will make themselves available when needed to debrief etc. I feel very blessed that my line manager in particular is very supportive and understanding and takes into consideration any presenting factors which could potentially impact on my wellbeing and workload."*



*"I find that generally my wellbeing and work-life balance is good. I find that SLT are very supportive of my department and I can talk to other people I work with about any issues. I appreciate that any time there are parents evenings, there is not CPD on a Monday evening. I also like that we have been given other training days as days off, such as September 1st."*

*"I feel well supported in my role. In particular with regard to flexible working and ad-hoc childcare needs which used to be a big cause of anxiety for me."*



*"Employee support program is good and helpful to manage life inside and outside school."*

*"I think the school and Trust does a lot to support wellbeing and workload."*

*"Wellbeing champions and their supportive work of the staff has been excellent and would continue to help the continual wellbeing of staff. The coffee van is also an excellent little pick-me-up when it's on site."*

*"The work of the wellbeing champions. It is much appreciated!"*

*"Deputy head actively shows support, always makes sure we feel seen and heard and checks in regularly to make sure everything is going OK. "*





*"My Head has been incredibly supportive of my wellbeing and is always willing to stop and listen when I am in need of someone to talk to if things become overwhelming. They have supported with helping to make my workload manageable so I can have a better work life balance. I am really grateful for that. It makes a huge difference."*

*"I feel our SLT are really approachable and understanding. I think they do a great job at just listening and supporting where needed."*



*"I feel always cared for by school. It is a really lovely nurturing caring place to work."*

*"I am very happy at work, I look forward to coming in and the things put in place by the trust after the last survey such as the coffee van visits have made a massive improvement to the enjoyment we collectively have at work."*

*"I am very happy in my place of work. I feel issues are listened to and management support them as best they can. Thank you."*

*"I love working at my school! Although it's crazy busy we always work together as a team to support each other. I am always thanked by my direct leadership at the end of each day."*



# 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](https://facebook.com/ietrust)



[instagram.com/inspire.education.trust](https://instagram.com/inspire.education.trust)



[twitter.com/inspireedtrust](https://twitter.com/inspireedtrust)



[linkedin.com/company/inspire-education-trust](https://linkedin.com/company/inspire-education-trust)



[tiktok.com/@ietrust](https://tiktok.com/@ietrust)



**Inspire Education Trust**

Together we achieve, individually we grow