

Wren Academy Enfield



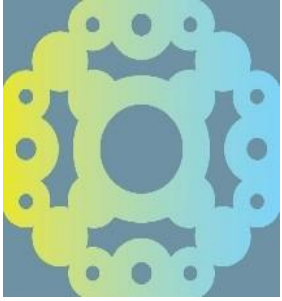
Wren Academies Trust

Wren Academy Enfield

Secondary Teaching Assistant

CLOSING DATE: Wednesday 17 June 2026

START DATE: September 2026



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Introduction to the Wren Academies Trust

Welcome to the Wren Academies Trust. The Trust began with the opening of Wren Academy Finchley in September 2008 which grew to become an all through school of over 1400 students aged between four and 18. It has become one of the most successful schools in the country, as it has gained an excellent reputation for the learning focused education offered to students combined with outstanding academic results. We are delighted to have then been given the opportunity to open our new secondary school, Wren Academy Enfield, which welcomed 184 pioneer students into our inaugural Year 7 in September 2020 and will continue to grow each year until it has over 1200 secondary students.

The Trust is proud of its success; Wren Finchley has received three outstanding Ofsted judgements, two outstanding SIAMs reports and achieved excellent GCSE and A Level results. Wren Enfield is already one of the most oversubscribed schools in Enfield with every sign indicating that it will be equally successful.

Whilst our high-quality lessons and enrichments make Wren schools rewarding places to learn or work in, perhaps the most unusual thing about our Trust is the quality of the relationships you will find within it. Students and pupils like and respect each other and value their opportunities to learn. They get on exceptionally well with staff, as adults and students work together in a productive and trusting atmosphere. Children thrive by being given a high degree of responsibility and this leads to the exceptional behaviour Wren is so well known for.

Student leadership is at the heart of our philosophy with curriculum advisers, lesson observers and interviewers working along with a more traditional student and pupil councils. We believe that Wren students are given unequalled opportunities to learn, to encounter positive life experiences and to excel. Underpinning all of our work with students and staff is our vision which is based on widely recognised moral and social values and informs all aspects of our work. We have built communities which provide an education that enables all pupils and students to thrive. Our aim is that they become lifelong learners reaching their academic and social potential through a commitment to justice, kindness, and humility.

Gavin Smith,
Executive Principal

Welcome from the Principal

Thank you for your interest in this post.

Wren Academy Enfield opened in September 2020 with a first cohort of Year 7 students and has then grown each year with the addition of a new year group. Our oldest students are now in Year 12, following the creation of our Sixth Form in September 2025, offering the full range of A Levels.

This documentation and the more general information on our website should give you a clear understanding of the Academy and our stage of development. However, if you wish to find out more, please do not hesitate to contact Penny Culmer on 020 3150 4604.

If you decide to apply, please follow this guidance carefully. Completed applications must be received by 9.00am, Wednesday 17 June 2026. However, applications will be considered as they are received.

Please make your application through [MyNewTerm](#).

Thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to receiving your application and taking the next steps in the appointment process.

Ertunc Hussein
Principal



Wren Academies Trust Wren Academy Enfield Secondary Teaching Assistant

Job Description

Job Purpose

To support the Academy's provision for students with individual learning needs.

Liaising with

Individual Needs Team, teaching staff, student services staff.

Working Time

36 hours per week, 39 weeks per year. The post is for term time only.

Contract Type

Permanent

Salary

£24,385 - £25,432 per annum.

Salary Scale Point

NJC Scale Points 3 – 6

Start date

September 2026



Duties

- To support the learning needs of students who require assistance in accessing the curriculum or who need additional challenge in order to extend their learning.
- To work with students in classroom, small group and one to one scenarios.
- To carry out administration in the Individual Needs department as directed by the Head of Department. This will include the drafting of Personal Learning Plans.
- To administer spelling and reading tests and other assessments and to invigilate in examinations as directed by the Head of Department.
- To liaise with the educational psychologist, external agencies and teaching staff regarding programmes for individual children.
- To support students in their work with outside agencies (e.g. during visits from the speech therapist).
- To carry out behavioural programmes as directed by the Head of Department.
- To maintain records of work done by individual students and report to the Head of Department on progress in line with Academy systems.



Continued...

- To play a full part in the activities of the Individual Needs department and attend meetings needed to review students' progress as required.
- To liaise with parents as appropriate.
- To take part in the Academy's staff duty rota.
- To take part in the Academy's enrichment programme.
- To assist in the organisation of teaching resources and display materials.

Professional Behaviour

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and to follow the Academy's dress code and code of conduct.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach and to be prepared for the unusual.



Assessment

- To continue personal development as agreed in performance management.
- To engage actively in the performance review process.
- To address the performance management targets set by the line manager.
- To oversee staff performance management and training and to maintain training records.

Other Specific Duties

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements as a Church School.
- To have a record of excellent health, attendance and punctuality.

This Job Description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.



Person Specification

Professional Skills and Experience

1. Possess experience in a similar role in schools or a demonstrable aptitude for the position.
2. Be a conscientious and dedicated professional with a commitment to ensuring educational opportunity for all.
3. Show evidence of, or willingness for, continuing professional development.
4. Have an understanding of the structure of the secondary school curriculum.
5. Be well organised and an effective time manager.
6. Possess the ability to work with a wide range of young people exhibiting differing learning and emotional needs.
7. Have an interest or experience of working with students who have specific learning needs such as Autism, ASC or Dyslexia.



People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian vision in the Academy.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Be part of a whole Academy team which seeks and develops a variety of opportunities to support and work with students.
4. Have qualities which earn the trust and respect of students, staff, parents and governors.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess good written and verbal communication skills.
7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.
8. Appreciate the balance between academic and social development of young people, needed to create an outstanding school.



Staff Benefits

- Two week October half term break
- Free refreshments all day and a daily lunch allowance.
- Excellent professional development opportunities including support for programmes of further study and planned career development.
- A pleasant and attractive working environment. Our restaurant, centrally situated, is the heart and hub of our community. This provides a bright, clean, communal space where staff and students can socialise, meet and eat. Over the years, the restaurant has become the foundation for strong relationships across departments and staff groups ensuring that all staff benefit from friendship and support beyond their immediate teams.
- An exceptionally talented and mutually supportive staff team of teachers and student services colleagues. Our staff body is inclusive and representative of the community in which we serve. We have consistently recruited a talented and committed staff who share the ambition of creating a uniquely successful school
- Children of colleagues working at Wren are given priority for a place.
- Talented, courteous and ambitious students
- All staff, whatever their role, are equally valued and the contribution of student services colleagues to the life and success of the Academy is celebrated
- Career development opportunities in a successful and growing Multi Academy Trust with plans to expand further.

The Wren Academies Trust is a MAT with plans to develop beyond two schools. This will provide further exciting professional development opportunities for the successful candidate.

More details on the curriculum, structure and ethos of the Academy are available on our website, www.wrenacademyenfield.org



How to Apply

Application deadline

Completed application must be received by 9.00am, Wednesday 17 June 2026, however applications will be considered as they are received.

Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please complete your application through [MyNewTerm](#). CVs will not be accepted.

Visits

Visits to the academy are welcome. Appointments can be arranged by emailing recruitment@wrenacademiestrust.org or by calling the Academy on 020 3150 4604.

Selection Process

The selection process may have a combination of tasks, activities, observations and panel interview. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Referees should be warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Equality, Diversity and Inclusion

The Trust is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

Safeguarding

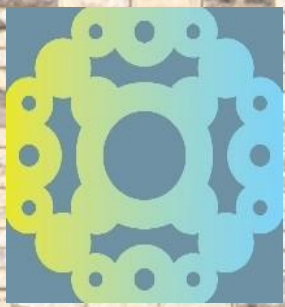
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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