



SIR WILLIAM ROBERTSON
ACADEMY

Teaching Assistant Recruitment Brochure



Candidate Information Pack



Proud to be part of

Welcome from Headteacher & Chief Executive Officer

Dear Candidate,

A very warm welcome to Aspire Schools Trust. I am delighted that you are considering applying for a position at Sir William Robertson Academy. As the Chief Executive Officer and Headteacher, I am excited to share with you the opportunity to be part of our exceptional team.

Sir William Robertson Academy is a highly successful 11–18 non-selective school serving the Lincolnshire community. We are proud to be one of the most sought-after schools in the area, with families recognising the many benefits of choosing a high-performing school set within a calm, picturesque, and rural environment. Our location provides a unique setting in which students can learn, grow, and thrive, combining strong academic outcomes with a supportive and nurturing atmosphere.

At Sir William Robertson Academy, our aim is for every pupil to Aspire to be the best that they can be. This core principle underpins all aspects of school life and drives our vision for a carefully planned, ambitious, and well-structured curriculum that meets the needs of all learners. We are committed to developing confident, resilient, and inquisitive young people who are well prepared for the next stage of their education and beyond.

We proudly embrace the words of pioneering aviator Amelia Earhart, “No Borders, Just Horizons,” as a powerful message of aspiration, optimism, and opportunity. This philosophy reflects our belief that every student can succeed and that their future should not be limited by boundaries, but shaped by the opportunities they are encouraged to pursue.

Our first priority is to ensure that all pupils feel safe, secure, and happy within our school community. We foster a culture of respect, kindness, and high expectations, where students can develop the confidence and character needed to succeed in a rapidly changing and technologically complex world. Alongside academic achievement, we are dedicated to equipping our students with the essential life skills, values, and experiences necessary to move confidently into adulthood and make a positive contribution to society.

If this sounds like something you would be part to be part of please read the rest of this information pack and apply to join our wonderful school.

Mr Scott Barlow
CEO and Headteacher



The Role, The Person

Job Title: Teaching Assistant, Sir William Robertson Academy

Salary range / job grade: £20,311 - £21,289, NJC 3 - 6

Working pattern: 30 hours per week, Monday - Friday, 8.45 - 3.15, 39 Weeks p.a, Term time plus 1 week inset

Responsible to: SENCO

Responsible for: Providing exceptional classroom support in line with the professional standards for support staff

Purpose

We are seeking a committed and enthusiastic Teaching Assistant to join our dedicated support staff team. This is an excellent opportunity to work closely with teachers to support students' learning, helping them to achieve their full potential.

The successful candidate will work both in the classroom and with individuals or small groups, providing tailored support and contributing to a positive and engaging learning environment.

Principle Accountabilities:

To achieve success, the post holder will:

- Support students in lessons across a range of subjects
- Work with individuals or small groups to reinforce learning and build confidence
- Assist teachers with classroom preparation and resource organisation
- Support students with additional needs, ensuring inclusive access to learning
- Promote positive behaviour and engagement
- Monitor and report on student progress to teaching staff
- Provide pastoral support and contribute to students' wellbeing
- Assist with supervision duties and wider school activities where required

Other:

- Enhanced DBS clearance (process lead by the Trust).
- Ability to work accurately with attention to detail.
- To display integrity and confidentiality.
- Ability to work on own initiative and organise own workload.
- To be able to prioritise effectively.
- Right to work in the UK.



SIR WILLIAM ROBERTSON
ACADEMY



The Role, The Person

The Person Specification

	Criteria	Essential	Desirable	Application	Certificates	Selection	References
Qualifications	GCSE grade 5, or equivalent, English and Maths	✓		✓	✓		
	Teaching Assistant qualification		✓	✓	✓		
	Experience of supporting pupils in a school		✓	✓			
	Relevant training in SEND support or behaviour management		✓	✓			
	Relevant Continuous Professional Development	✓		✓		✓	
Skills and Experience	Experience working with pupils in a school or other relevant setting	✓		✓			
	Understanding of how students learn and develop	✓		✓	✓		
	Up to date awareness of safeguarding, KCSIE, and child protection responsibilities	✓		✓		✓	
	Experience working with pupils aged 11-18		✓	✓			
	Experience of supporting pupils with SEND or additional needs		✓	✓			
	Experience of delivering small group interventions		✓	✓			
	Understanding of SEND and inclusive classroom strategies		✓	✓			
	Knowledge of behaviour management approaches	✓		✓			
	Excellent interpersonal and communication skills	✓		✓			
	Ability to build positive relationships with students and staff	✓		✓			
	Ability to work both independantly and as part of a team	✓		✓			
	Ability to support literacy and numeracy development		✓	✓		✓	
	Confident using a range of IT to support learning		✓	✓			

The Role, The Person

The Person Specification

	Criteria	Essential	Desirable	Application	Certificates	Selection	References
Personal Qualities	Is a passionate advocate of the pupils, School and Trust	✓				✓	✓
	Is able to remain calm under pressure	✓				✓	
	Is passionately committed to getting the best possible outcomes for all pupils, promoting the ethos and values of the School and Trust	✓		✓		✓	
	Is resilient and can receive and act upon personal feedback to improve personal performance	✓				✓	
	An energetic and enthusiastic presence	✓				✓	
	Integrity, respect for other and a commitment to safeguarding, inclusion and equality	✓				✓	
	Self-motivated, organised and ambition for self and others	✓		✓		✓	
	Positive, patient, and approachable manner	✓				✓	

Professional Teaching Assistant Standards

Personal and professional conduct

- Have proper and professional regard for the ethos, policies and practices of the school as a professional member of staff
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Have regard for the need to safeguard pupils' wellbeing by following statutory guidance and school policies and procedures
- Uphold values consistent with those required from teachers by respecting individual differences and cultural diversity
- Committed to improving own practice through self-evaluation and awareness

Knowledge and understanding

- Acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school employer.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to adapt and deliver support to meet individual needs.
- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders and accessing relevant professional development to improve personal effectiveness.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil progress as appropriate to the level of the role.

Professional Teaching Assistant Standards

Teaching and learning continued

- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

Working with others

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- With the class teacher, keep other professionals accurately informed of progress or concerns they may have about the pupils they work with.
- Understand their responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.



Benefits of working for Aspire Schools Trust

- Competitive salary
- Enrolment to Local Authority Pension Scheme
- Cash Healthcare Plan
 - 24/7 access to GP
 - Employee Assistance Helpline
 - Discounted Gym membership
- Robust CPD opportunities
- Cycle to Work scheme
- Staff wellbeing day
- Staff wellbeing week



Sir William Robertson Academy - Welbourn, Lincolnshire

Sir William Robertson Academy, Welbourn, is nestled within the beautiful country side, boasting enviable views and an idyllic education for it's pupils. The school is ideally located within easy commuting distance of the City of Lincoln, and market towns of Sleaford and Newark.



You can learn more about living and working in Lincolnshire at <https://investlincolnshire.co.uk/living-and-working/>



Equality, Diversity & Inclusion, Safeguarding, Disability & Accessibility, Data Protection

Equality, Diversity & Inclusion

As an equal opportunities employer, Aspire Schools Trust is committed to creating a diverse and inclusive workplace where everyone is treated with respect and dignity. We welcome applications from all suitably qualified persons. We are committed to providing equal opportunities in recruitment, promotion, training, and all other aspects of employment.

Safeguarding

Aspire Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975 (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. More information can be found on www.gov.uk

The Trust is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the Trust's performance and fundamental to the delivery of a high quality service within each of its schools.

Disability & Accessibility

The Trust is committed to ensuring that applicants with disabilities or impairment receive equal opportunities and treatment. If you have a disability or impairment and would like Aspire Schools Trust to make adjustments or arrangement to assist you if you are called for interview, please state the arrangements you require when responding to the invitation.

Data Protection and Privacy

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

Aspire Schools Trust is a "data controller" of personal data and gathers and uses certain information about you. This means that we are responsible for deciding how we hold and use personal information about you.

Full details about how we manage your data can be found at <https://www.aspireschoolstrust.org> and by following Key Information > Data Protection

Fluency Duty

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. Further information about the Code of Practice on the English language requirements for public sector workers can be found at www.gov.uk

Application Procedure

For a confidential discussion, to arrange a tour or for more information about the role, please contact Miss Amy Townson on HR@swracademy.org

Please complete the Trust's application form, on My New Term. In compliance with Safer Recruitment Guidelines CV's will not be accepted.

Dates and Timeframes

Closing date: Sunday 20th September 2026

Shortlisting: Monday 21st September 2026

Interview Dates: Monday 28th September 2026

