



**BRISTOL  
FREE SCHOOL**

Community, Ambition, Opportunity  
[www.bristolfreeschool.org.uk](http://www.bristolfreeschool.org.uk)

**RET**

RUSSELL EDUCATION TRUST



**Teaching Assistant**

**NJC5-7: £25,583-£26,403 (pro-rata)**

**Term time only - Actual salary £22,172-£22,883**

# Welcome

Dear candidate,

Thank you for your interest in BFS and taking the time to read the details of this exciting opportunity to join us as a Teaching Assistant.

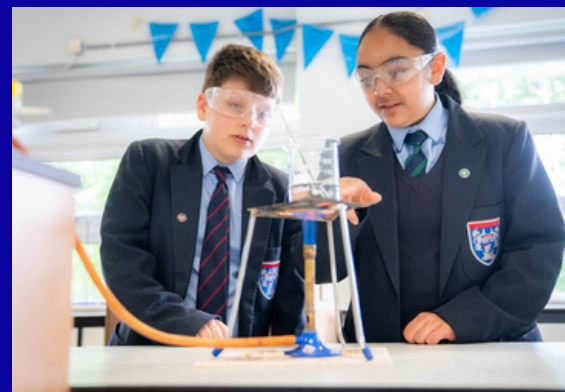
BFS is a thriving oversubscribed school which has a successful Sixth Form of over 240 students. The school was founded in 2011 by a local group of parents who wanted a high performing school to serve the community of North West Bristol. The school values of Community, Ambition and Opportunity are very important and we demonstrate them through our day to day work with young people. We are looking for staff to support us with these values and make a positive contribution to the life of the school.

You will join a strong and supportive team and a school that engages in regular and timely CPD.

Please spend some time reading our school website and newsletters to get a flavour of the vibrancy of BFS.

I look forward to hearing from you

**Mrs Susan King**  
Headteacher



## Community

Every child is known, valued and supported. The school works closely with families and partners to secure strong outcomes.



## Ambition

High expectations for all students and staff, with a focus on academic excellence and personal growth.



## Opportunity

A rich curriculum and extensive enrichment programme ensuring that every student can explore their interests and develop new skills.

# Teaching Assistant – Job Description

**Permanent, term time + INSETs**

**NJC5-7: £25,585-£26,403 (pro-rata), actual salary £22,174-£22,883)**

## Purpose of the job:

- To work under the instruction of teaching staff/SENDCo/SLT to undertake work, care and support programmes to facilitate learning of students by assisting teachers in enabling students to access the curriculum. Work may be carried out in the classroom or outside the main teaching areas with individuals or small groups.
- To record students' progress accurately.
- To assist with examination invigilation/support as required.

## Objectives:

### General Responsibilities (all staff):

- To perform duties and attend meetings as reasonably required.
- To participate in the School's performance management scheme.
- To undergo in-service training where required.
- To contribute to the school's pastoral system.
- To observe and implement current school policies and good practice.
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

### Support for students:

- Supervise and provide particular support for targeted students, including those with special needs, ensuring their safety and access to learning activities
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individuals' needs
- Encourage students to work and act independently as appropriate
- Assist with the development and implementation of Individual Education Plans
- Attend to the students' personal needs (social, health, physical, hygiene and welfare), referring to line manager any concerns about student safety and well-being
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Record students' progress providing feedback to students and relevant staff
- Provide support for designated students with additional needs during examinations.

# Teaching Assistant – Job Description (continued)

## Support for teachers:

- Create and maintain a purposeful, orderly and supportive environment, following lesson plans agreed with line manager(s) and teachers
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use
- Use strategies, in liaison with teachers, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Undertake routine marking of targeted students' work and accurately record achievement/progress
- Provide regular feedback to teachers on students' achievements, progress and problems
- Promote good student behaviour, dealing promptly with conflict and incidents in line with school policy
- Establish constructive relationships with parents and carers, contacting them as directed by line manager(s)
- Provide clerical/administrative help when directed (e.g. photocopying, typing, filing, collecting money etc)
- Gather and report information from/to parents if directed
- Undertaking examination invigilation and/or student support in exams as directed

## Support for the curriculum:

- To develop students' literacy/numeracy skills in order to raise standards
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Help students access the curriculum
- Support the use of ICT in the classroom
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use
- Experience in delivering intervention sessions to support dyslexic students (desirable)
- Experience in delivering phonics intervention sessions (desirable)

## Support for the school:

- Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEND Code of Practice as well as general staff procedures
- Contribute to the overall ethos, vision and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Accompany teaching staff and students on visits, trips and out of school activities as required



# Teaching Assistant – Person Specification

## Experience:

- Experience of working in a school or a similar role
- Experience of working with young people in a school or extra-curricular context is desirable

## Professional knowledge:

- GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy)
- Relevant first aid knowledge desirable but not essential

## Skills and attributes:

- Ability to manage own time effectively
- Ability to adhere to working procedures and policies within the school environment
- Ability to operate as part of a team or individually as required
- Ability to relate well to children and adults
- Commitment to meeting the needs of all pupils with SEND
- Good communication skills
- Good ICT skills
- Patient, flexible and adaptable
- A commitment to supporting learners with individual academic and welfare needs



# How to Apply:

Please submit your application online via e-teach or MyNewTerm. Paper copies of the application form are available on request.

If you have any queries regarding the post, please email us at [vacancies@bristolfreeschool.org.uk](mailto:vacancies@bristolfreeschool.org.uk).

Closing date: Monday 18 May at 9am

**BFS celebrates and supports diversity and is committed to ensuring equal opportunities for both employees and applicants.**



## *Our* Benefits



**Flexible and Family Friendly Policies**



**Free Flu Jab**



**Employee Assistance Programme**



**Local Government Pension Scheme**



**Career Development/CPD**

# Introduction to Russell Education Trust

## Background to the Trust

Russell Education Trust is a multi-academy trust comprising five secondary schools and one primary school spread across the south of England.

The Trust is a family of faith and community schools with distinctive individual identities. Underpinned by a shared commitment to respect, responsibility fairness and equality, Russell Education Trust schools work together to achieve their vision of providing all students with an outstanding education.

The Trust is driven by the strong moral purpose of knowing, valuing and developing every student and member of staff to ensure that their potential is realised, and their ambitions achieved.



### Vision & Values

Valuing People  
Pursuing Achievement  
Serving Communities

## Our *schools*

- Celebrate difference and diversity in an inclusive, socially responsible culture
- Deliver a broad, balanced, and ambitious curriculum: centred on the core subjects of English, mathematics and science supported by technology and computing complemented by humanities, languages, arts and vocational subjects
- Provide a rich education that develops students' minds, beliefs, characters, skills and interests
- Equip students with the knowledge and skills for success in the modern world through examination success and personal development
- Uphold high standards of behaviour, learning and equality of opportunity for all students
- Nurture and develop their staff, through day-to-day support, high quality continuing professional development, cross-Trust collaboration and networking, and opportunities for career progression
- Are rooted within their local communities and seek to serve their particular needs.



# Russell Education Trust's Schools



## **Bristol Free School (established Sept 2011)**

'Leaders are ambitious for all pupils. The curriculum is designed to build knowledge over time. It helps pupils remember what they learn. Leaders have ensured that the curriculum is engaging for pupils, and that it promotes diversity. Teaching focuses on what pupils need to know and do. Teachers have strong subject knowledge and are keen to share this with pupils. They know their pupils well and use this knowledge to help them learn.'

Ofsted 2022

## **Elmlea Infant & Junior Schools**

'Pupils flourish at Elmlea Infant School. They achieve extremely well. Staff have high expectations for pupils' behaviour and conduct. Pupils feel safe and value the positive relationships they have with staff. Leaders are ambitious for what pupils with SEND can achieve.'

Ofsted 2023



## **Becket Keys Church of England School (established Sept 2012)**

'The headteacher's inspired leadership has quickly established a vibrant, orderly community which enables students to thrive. He ensures that a family atmosphere is fostered across the school in which all students feel cared for, and valued.'

Ofsted 2014

## **St Andrew the Apostle Greek Orthodox School (established 2015)**

'Students are making strong progress in a range of subjects. They value the leadership opportunities open to them. Students also appreciate the support and care they receive.'

Ofsted 2018



## **Kings School Hove (established Sept 2013)**

'Leaders have created a culture that extends far beyond the academic. Staff value each pupil and know them well. The provision for personal development is first class. It is promoted consistently across the school.'

Ofsted 2022

## **Turing House School (established Sept 2015)**

'The school has many strengths. Leaders have established an open culture at the school where there is a clear sense of teamwork and community across staff and pupils alike. Everyone takes pride in the school. It is a welcoming and vibrant place.'

Ofsted 2018

