



**GLEBE
FARM
SCHOOL**



SEND TA **Glebe Farm School**

Information for Candidates
14th May 2026



**Inspiring Futures
through Learning**

Contents

Page 3	Welcome from the Headteacher
Page 4	About Glebe Farm School
Page 6	About Inspiring Futures through Learning (IFtL)
Page 8	The benefits of working at IFtL
Page 10	Job Description
Page 13	Person Specification
Page 14	How to apply



Welcome from the Headteacher

Dear Applicant,

We are delighted that you are considering applying to join the team at Glebe Farm School.

Glebe Farm School is part of the Inspiring Futures through Learning, Multi-Academy Trust, which comprises of twenty schools across Milton Keynes and Corby. The Trust is committed to developing a family of schools whose purpose is to inspire the futures of us all through learning together.

I was appointed as Headteacher for Glebe Farm School in May 2021 and have had the privilege of seeing the creation of the school build which started on the first day of lockdown on 23rd March 2020.

We are looking for an exceptional individual to join the team and provide high quality care and education that meets the needs of pupils in the school setting. All team members will have responsibility for embedding the vision and ethos of the school to secure the success and continuous development of our school and young people, ensuring high quality education for all pupils.

As Glebe Farm School grows there will be many new and exciting roles created and being part of this journey will open many opportunities for colleagues. As part of the Inspiring Futures through Learning Multi-Academy Trust, successful candidates will have full access to our staff benefits package, including bespoke CPD package, enhanced Maternity/Paternity/Adoption Leave and Employee Assistance Programme. In addition, access to an Employee Benefits Scheme including discount on gym memberships, cinema tickets, retail discounts, cycle to work scheme and much more.

We look forward to receiving your application.

Matthew Shotton
Head Teacher





AMBITION



BELONGING



CREATIVITY

About Glebe Farm School

Glebe Farm School is a brand new, purpose-built all-through school, located in the new development of Glebe Farm, Milton Keynes. Our first cohort in September 2022 was restricted to 210 students in Reception, Year 1, Year 2, Year 7 and a 39 place Nursery. Glebe Farm School will continue to grow year on year and will eventually accommodate 1569 students when it reaches full capacity.

Glebe Farm School will serve the new residential developments of Glebe Farm. Secondary catchment area will include Glebe Farm, Eagle Farm, Wavendon Village (including new development areas) and Woburn Sands (Mk residents only).

We are an **AMBITIOUS** school, with a strong sense of **BELONGING** and **CREATIVITY** at the heart.



WE ARE A SCHOOL OF CHARACTER

Here are our values



INTEGRITY

To uphold the highest standards of honesty with the ability and desire to stand up for what is right; developing a strong moral compass that guides you to do the right thing when no one is watching.



RESPONSIBILITY

To take responsibility for your actions and choices; to make others feel valued and respected; to contribute and fully embrace our school community.



ENDEAVOUR

To endeavour to always do your best to face the challenges of school life and beyond; to try for the sake of others as well as the individual; to be consistent in all we do and strive for greatness.



BRAVERY

To be brave when taking risks and facing fears; to be a strength for others when they question their own strength; to remember, it is going to be hard, but hard is not impossible.



EMPATHY

To have the ability to relate to, and connect with, others for the purpose of inspiring and empowering their lives; to demonstrate humility when supporting others to be able to see, hear and feel from the position of another.

Core values and vision

Our vision for the children and young people we teach, is to deliver an exceptional 21st century, comprehensive and universal all-through learning experience that will unlock every individual's potential. We aim to develop the acquisition of knowledge, skills, emotional intelligence and character to become responsible, successful and fulfilled citizens with the highest levels of integrity.

We will equip pupils and students from the ages of 4–16 with the knowledge, skills, characteristics and emotional intelligence to become well-rounded, responsible and fulfilled citizens with the highest levels of integrity; and the ability to stand up for what is right.

At Glebe Farm School we develop the characteristics of bravery, empathy, endeavour, integrity and responsibility. These core values permeate throughout our school and curriculum.

The Curriculum

Whilst the curriculum is broad and balanced and offers the complete range of subjects the three distinctive principles that provide the foundation for everything we do: Ambition, Belonging, Creativity

The ABC drivers of our curriculum, firmly underpin all areas of school life and this ensures our curriculum offer is enriched and personalised to our children, their families and our developing community.



Inspiring Futures through Learning

We formed Inspiring Futures through Learning (IFtL) in 2016 as a natural extension of our school improvement journey. Indeed, for over twenty years our founding school, Two Mile Ash School had worked with very secure, high-quality partners in their ITT School-Based Partnership, supporting newly formed Trusts in turning schools in difficulty around and created our CPD programme to support the development of leadership and continual professional development both locally and nationally. There was a very strong track record of school improvement led by high performing leaders who shared a common vision. Developing a Multi-Academy Trust with like-minded schools and their leaders meant that our vision could circulate further, ensure the impact of our work reached out to more children and more staff benefited from high-quality development and learning from each other.

Since 2016 we have achieved great success. We can quantify our success in Ofsted reports, performance data, financial spreadsheets and our recruitment and retention figures. However, most importantly to note is that we can only achieve such success because of our culture and ethos. It is our more qualitative success that makes IFtL truly unique. We are a strong family, with different personalities and differing abilities but we have the golden thread that pulls us together - a belief that we are stronger together; that we will go that extra mile for each other and support each other when things aren't going the way we want them to.

The camaraderie is second to none as our school improvement system is strongly embedded in our schools as we use the skills and expertise to support each other. There is nothing new about a self-sustaining school improvement system – but the way we do it is unique to us and something that we are extremely proud of.

Indeed, IFtL is all about the people: the adults and the children. Our values set us apart:



This is the glue that holds us together, our common ethos, our shared values and our bare necessities. This is why we are special.

We are unashamedly proud of who we are and what we have achieved....

and we know that being part of the IFtL community is genuinely **a great place to be.**



Working at IFtL

To support all our employees, the Trust is committed to finding ways to ensure that your personal, financial, professional, and pastoral needs are met during your time with the Trust. Wherever possible, we seek out innovative and impactful ways to add real benefits to our teams - from helping with cost-of-living pressures, ensuring that professional development is readily and easily accessible through to wellbeing assistance - to ensure the work-life balance is being managed effectively.

IFtL is a Trust with a strong vision:

‘To inspire the futures of us all through learning together’.

This vision is lived every day by everyone in our trust in several ways....

- ✓ School Development
- ✓ Wellbeing
- ✓ Professional Development
- ✓ Employee ‘Salary Extras’ benefits
- ✓ IFtL Varsity (Professional Learning)
- ✓ Expert Learning Teams and Networks
- ✓ Employee Assistance Programme
- ✓ IFtL Portal
- ✓ Initial Teacher Training Partnership (ITTP)
- ✓ Safeguarding
- ✓ Quality Assurance



Benefits of our Trust

Employee Assistance Programme

The Health Assured programme offers:

- ✓ Confidential and compassionate guidance on any issues, professional and personal
- ✓ Life support: Unlimited access to counselling for emotional problems and a pathway to structured telephone counselling or face-to-face counselling sessions (employees only) at your convenience.
- ✓ Legal information: For any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities (employees only).
- ✓ Bereavement support: Health Assured offers qualified and experienced counsellors who can help with grief and related stress plus a team of legal advisors to help with legal issues.
- ✓ Medical information: Qualified nurses are on hand to offer advice on a range of medical or health-related issues. They can't diagnose but can offer a sympathetic ear and practical information and advice.
- ✓ CBT online: We recognise the value of self-help tools in dealing with a range of issues, which is why we have a range of CBT self-help modules, informative factsheets and invaluable advice videos from leading qualified counsellors.
- ✓ Weekly mood tracker: Keep track of your financial, physical and general wellbeing via our weekly mood tracker. My Health Advantage uses push notifications to remind you to complete your weekly mood tracker, via a set of simple questions.
- ✓ Mini health checks: My Healthy Advantage offers a collection of mini health checks within the app for the following: height & weight (BMI), waist, sleep, alcohol, mental health and fatigue.
- ✓ Four-week plans: Through My Healthy Advantage, you can access a selection of four week plans all aimed at improving your health, such as quitting smoking, losing weight and coping with pressure. You can reflect on your progress and input diary entries at the end of each week.
- ✓ Wellbeing articles: Covering a wide variety of topics, including; emotional, physical and financial wellbeing, legal, housing and consumer issues, retirement, childcare and much more.
- ✓ Personalisation: Personalise your newsfeed by selecting specific topics that interest you. My Healthy Advantage will generate learning materials tailored to your choices, such as equality & diversity, exercise and childcare & parenting



Inspiring Futures
through Learning

FREE
support

Employee Assistance Programme

Our Health Assured programme is **available 24/7** and **free** to access by all IFtL colleagues and their immediate family members, offering support through some of life's challenges, including:



Family issues



Financial wellbeing



Legal information



Medical information



Relationship advice



Tenancy and housing concerns



Alcohol and drug issues



Childcare support



Stress and anxiety



Bereavement



Counselling



Consumer issues

Call **0800 028 0199** to access help now

Job Description

SEND TA at Glebe Farm School

GRADE : Scale E1

Weeks : 39 weeks

Hours : 32.5 hours

This job description sets out the expectations of the role of SEND TA at Inspiring Futures through Learning. The SEND TA is required to carry out the professional duties identified below, subject to the conditions of employment as set out in School Teachers Pay and Conditions Document.

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

Job Purpose

Support access to learning for specific pupils with special educational needs or groups of children who require additional support and providing general support to the teacher in the management of pupils, both in and out of the classroom.

Key Objectives

- ✓ Support a pupil or pupils to understand instructions and encourage independent learning wherever possible.
- ✓ Attend to a pupil or pupils additional needs and assist the implementation of related personal programmes, including social, basic medical, First Aid, physical, hygiene and welfare matters with appropriate training/support.
- ✓ Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
- ✓ Prepare the learning environment as directed for lessons and clear up learning environment and resources.
- ✓ Assist with the planning and preparation of activities and in the delivery of local and national initiatives
- ✓ Provide short term ad hoc cover supervision of classes.
- ✓ Under the guidance of the Head Teacher, manage the deployment and supervision of Teaching Assistants (Levels A and B) throughout the school.
- ✓ Assess, record and report on development, progress and attainment as agreed with the teacher.
- ✓ Support pupils in social and emotional well-being, reporting problems to the teacher, as appropriate.
- ✓ Assist with the display of pupils' work.
- ✓ Develop and maintain positive communication and information sharing with parents, when required.
- ✓ Supervise individuals and groups of pupils throughout the day, including supervisions in the classroom, playground and dining areas.
- ✓ Escort and supervise pupils on educational and out of school activities.



Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- ✓ Have familiarity with all relevant EHCP and SEND documents specific to individual children within the class or year group.
- ✓ Prepare and maintain equipment/resources as directed by the teacher.
- ✓ Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- ✓ Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
- ✓ Support the teacher in managing pupil behaviour, reporting difficulties as appropriate. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- ✓ Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions

Work Profile

- ✓ Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- ✓ Establish good relationships with the individual pupil, pupils and parents, acting as role model and ensure awareness of individual needs, responding appropriately when appropriate.
- ✓ Prepare and present displays.
- ✓ Encourage the pupil or pupils to interact with others constructively and engage in activities led by the teacher.
- ✓ Attend to pupil's personal needs and implement related personal programmes, including social, specific medical needs, physical hygiene and welfare matters with appropriate training/support
- ✓ Undertake a pupil or pupils record keeping as requested.
- ✓ Gather/report information from/ to parents/ carers as directed.
- ✓ Adhere to school, local and national authority guidelines, exercising professional discretion at all times.
- ✓ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ✓ Participate in training and other learning activities and performance development as required.
- ✓ Contribute to the overall ethos/work/aims of the school
- ✓ Attend relevant meetings, when required
- ✓ Maintain confidentiality at all times

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs; we should embrace the notion of 'continuous improvement'.

Teaching and Learning Code of Conduct

Glebe Farm expects all staff to ensure that their standards of conduct are, always, compliant with the IFTL Code of Conduct.

Generic Responsibilities of all Glebe School Staff

- ✓ To work consistently to uphold School's belief that no child is born to fail.
- ✓ To exemplify and uphold the school's vision, values and ethos at all times particularly with regards to children's wellbeing and emotional development.
- ✓ To follow all school policies
- ✓ To work in a co-operative and polite manner with all stakeholders.
- ✓ To work with children in a courteous, positive, caring, and responsible manner always.
- ✓ To follow the child protection procedures. To ensure that children's safety and wellbeing is never compromised
- ✓ Demonstrate a keen interest and involvement in all aspects of school life
- ✓ To be polite, cooperative, and positive when communicating to other staff.
- ✓ To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- ✓ To work with visitors to the school in such a way that it enhances the reputation of the school.
- ✓ To seek to improve the quality of the school's service.
- ✓ To present oneself in a professional way that is consistent with the values and expectations of the school.

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.



Person Specification

	CRITERIA	EVALUATION
QUALIFICATIONS		
NVQ 3 in Early Years and Childcare or equivalent	E	AF
EXPERIENCE		
Significant experience in a school/educational setting	E	AF, I
Work well alongside support staff, volunteers or students in the delivery of activities	D	AF, I
Supervise groups of young children in an Early Years setting or approved external setting	E	AF, I, P
Sufficient expertise in the work element to lead and mentor others, and influence policy and practice	D	AF, I
COMPETENCIES		
Demonstrable aptitude and ability to develop in the particular work area	D	AF, I, P
Significant competence in the work element sufficient for all role requirements	D	AF, I, P
Ability to develop session plans to meet the needs of individuals and groups	D	AF, I, P
Careful use safekeeping of equipment and educational materials	D	AF, I
Ability to engage with young children to encourage their full participation in educational and social learning activities	E	AF, I, P
Ability to assist with the training and mentoring of new staff and students.	D	AF, I, P
SELF-MANAGEMENT SKILLS		
Keeping accurate records	E	AF, I, P
Use and safekeeping of classroom equipment	E	AF, I, P
PERSONAL QUALITIES		
Be aware of opportunities for self-improvement wherever possible	D	AF, I, P
Be fully aware of, and act in compliance with all ITFL and legal policies and procedures in relation to the health, welfare and safety of children	E	AF, I
Ability to find creative solutions to day to day problems in the school environment	D	AF, I, P

Criteria : Essential (E) | Desired (D)

Evaluation : Application Form (AF) | Interview (I) | Presentation (P)

How to apply

The closing date for applications is
Midnight of 31st May 2026

Interviews will be held the week commencing
TBC

Applications must be completed on MyNewTerm by using this link and selecting the
vacancy: [CLICK HERE](#)

For more information on the role and to arrange a visit to Glebe Farm School please
contact skhanna@glebefarmschool.co.uk

For more details about Glebe Farm School, scan the QR code to visit our website:

