



Mossbourne
Federation

Teaching Assistant

Job Description



POSITION	Teaching Assistant
SALARY	Teaching Assistant Pay Scale S1-S6: £22,953 - £24,302 Actual pay £19,630-£19,981
START DATE	As soon as possible
HOURS	34.5 hours per week
FULL TIME EQUIVALENT	40 weeks, including INSET days
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Head of Learning Area – SENCO
LOCATION	Mossbourne Fobbing Academy
KEY WORKING RELATIONSHIPS	Head of Learning Area – SENCO, Teaching staff, Curriculum Support Department, Administration Team

Background

Mossbourne is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation’s calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPSA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHLA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

Mossbourne Fobbing Academy (MFA)

Having joined the Mossbourne Federation in January 2025, Mossbourne Fobbing Academy (MFA) is on track to become a beacon of educational excellence both in Thurrock and across the country. Indeed, in 2024-25 our GCSE and A Level students attained outcomes which broke academy records, revolutionised opportunities, and signalled a step-change in what our students achieve.

We are changing the face of education in Thurrock and raising the bar in educational expectations; if you want to be part of that journey then read on.

MFA is a school with a rich history of excellent academic, artistic and sporting achievements. Today, that legacy of excellence lives on through our wonderfully talented students and terrifically dedicated staff. Everything we do is built on having extremely high expectations of our students and the conviction that teaching and learning, and safeguarding, come first. We expect the highest standards of behaviour so that students can focus on learning in an environment that supports them to feel, and be, safe. This means our teachers plan carefully, and with expertise, and are able to focus on teaching lessons of the highest standard so students acquire the knowledge, character and qualifications to unlock aspirational pathways.

Our students capitalise on a fantastic range of facilities that encourage them to nurture and pursue their passions in sports and the arts. Our range of extra-curricular activities, including the Combined Cadets Force and The Duke of Edinburgh’s Award, offer experiences that broaden horizons and enrich lives.



We are dedicated to ensuring that our students leave equipped with the knowledge, character and qualifications that open the doors to whatever future they envisage for themselves. MFA students leave ready to make their mark on the world.

If you want to be part of the team that is improving the life chances of our students, then read on.

The Curriculum Support Department (CSD) Learning Area

At Mossbourne Fobbing Academy, we believe that all students are capable of achieving amazing things and none more so than our students with additional needs. Our Curriculum Support Department is a nurturing, inclusive hub and a safe space where students with SEND are supported to achieve excellence academically, to develop independence, and to thrive socially and emotionally.

Our inclusive ethos means that all students access a broad, ambitious curriculum with our Curriculum Support Department playing an important role supporting those students who may need additional support to overcome barriers. A highly skilled team of Teaching Assistants delivers targeted 1:1 and small-group interventions, carefully matched to students' needs and informed by assessment. Support is designed to build independence over time, enabling students to develop the skills, strategies, and confidence needed for long-term success.

The department also places strong emphasis on personal development and wellbeing. Structured interventions and a dedicated socialisation club to support students to develop communication skills, positive relationships, and self-regulation, contributing to strong outcomes in behaviour, attendance, and engagement. We work hard to ensure all of our students feel safe, respected, and valued, fostering a strong sense of belonging within the school community. Staff work collaboratively with teachers, the SENDCo, families, and external agencies to ensure provision is coherent, adaptive, and responsive. Professional development is prioritised, and Teaching Assistants are empowered to reflect on practice, develop expertise, and contribute meaningfully to whole-school improvement.

Job Summary

You must be passionate about education, well organised and willing to go the extra mile to ensure our SEND students achieve independence and brilliant outcomes. Teaching Assistants work closely with other staff, carrying out a wide variety of tasks under the direction and supervision of teachers and other Curriculum Support Department staff to support the inclusion of students with SEND in all aspects of academy life.

Main Teaching Assistant Duties & Responsibilities:

- Work under the direction of the class teacher, SENCO or a member of the management team to carry out work and tasks set by the teacher.
- Work with individual pupils or small groups of pupils as directed by the teacher and under the teacher's guidance.
- Assist the teacher and work as directed in preparing the classroom and resources for planned work to take place.
- Work with teachers to identify and respond appropriately to student's individual needs, assisting students in areas of specific difficulty.
- Assist the teacher in setting appropriate learning and behaviour expectations of students and supporting students appropriately to achieve these.
- Help promote and reinforce students' self-esteem, encouraging inclusion of students with special educational needs.
- In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain students' interest and motivation.
- Give verbal feedback to students on their attainment.
- Provide information that supports individual education plans.



- Under the direction of appropriate professionals, assist in meeting physical, development or medical needs identified in an approved care plan.
- Accompany teachers and pupils on school visits and in other activities outside of the classroom, taking responsibility for specific pupils or small groups as directed by the teacher.
- Supervise students during breaks and/or lunchtimes and before the start of the academic day.
- Follow all federation policies and procedures, in particular those related to health and safety, child protection, behaviour management, inclusion, equality and data protection. Ensuring the health and safety of all pupils in the classroom and throughout the academy in accordance with the academy's policy.
- Participate as required in the Federation's performance management process and take part in appropriate training and development activities, including a First Aid Certificate.
- Have a flexible and proactive approach to ensuring the needs of the children are being met, with the support of the team.
- To model, in everything you do, the Academy's values of courtesy, hard work, integrity, resilience and excellence.
- To take part in the academy's wider curriculum offer including PSHCERSE, Bourne Scholar and Enrichment as required.
- Any other duties commensurate to the level of the post.

Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Intervie w
Experience				
E	Experience working independently and as part of a team	X	X	
D	Develop & maintain positive relationships with all stakeholders, communicating key information in a timely way	X	X	
D	Experience of support work with children with special educational needs	X	X	
D	Experience of working on a one-to-one basis with students with specific needs under the direction of teachers	X	X	
D	Experience of helping to deliver teaching programmes under the direction of teachers to groups of students	X	X	
E	Knowledge and understanding of KCSIE and the challenges faced by students with disabilities	X	X	
D	Experience of handling sensitive data	X	X	
D	Experience of monitoring children's achievement	X	X	
E	Knowledge, understanding & commitment to equal opportunities	X	X	
D	Knowledge of strategies to support children with complex and special needs	X	X	
D	An awareness of strategies for managing students with challenging behaviour	X	X	X
D	Knowledge of issues related to underachievement of children and strategies to engage reluctant or underachieving learners	X	X	X
D	Knowledge of strategies to support children in acquiring English as an additional language	X	X	X



Qualifications				
D	A recognised qualification in child development / Early Years / Numeracy & Literacy / Special Education Needs		X	
E	GCSE Grade 5 (or equivalent) in English Language and Maths		X	
IT knowledge				
D	Strong working knowledge of the MS Office Applications		X	
Behavioural Competencies				
E	Excellent communication skills	X	X	X
E	Commitment to meeting deadlines internally and externally ensuring output consistently is of an exemplary standard	X		
E	The upmost integrity and high levels of motivation & commitment	X		
E	Proactive approach to dealing with problems as they arise	X		
E	Efficient time management & prioritisation skills			
E	Ability to use initiative under Line Manager or class teacher's direction	X		
E	Genuine interest & passion for the education of young people & the will to contribute to the wider life & community of the Federation; Committed to the principles of Inclusive Education	X	X	X
E	Good interpersonal skills	X	X	X
E	Ability to work independently	X	X	
E	Understanding of the need for confidentiality	X	X	
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	X	X	X
E	Recognise your role as part of the success of Mossbourne.	X	X	X
E	Play an active role in the safeguarding of all students and adults.	X	X	X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.

**The document is not a comprehensive list; it simply outlines the expectations of this role.
This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.**