

# University Academy Long Sutton

UNIVERSITY ACADEMY  
LONG SUTTON



UNIVERSITY OF  
LINCOLN



*“Transforming lives”*

## **Job Application Pack: Teaching Assistant (Level One)**

Permanent, Full time, 32.5 hours per week, 39 weeks a year (Term Time and includes 5 training days)

Salary: Grade 3 Point 9 (£25,989 FTE)

Actual Salary: Grade 3 Point 9 (£22,290.57)

Start date: 1 September 2026

# Acting Principal's Welcome

It is a privilege to welcome you to the University Academy Long Sutton (UALS). At UALS, our core purpose is to deliver exceptional educational opportunities and experiences, ensuring that every pupil is supported to achieve their full potential. We are committed to creating an environment that values academic excellence, personal development, and social responsibility.



We are entering an exciting stage in the Academy's journey and are particularly proud of our move into brand new, c.£30m state-of-the-art facilities. These outstanding resources will significantly enhance teaching and learning, enabling us to broaden our curriculum and provide a rich range of opportunities that reflect the diverse interests and ambitions of our pupils.

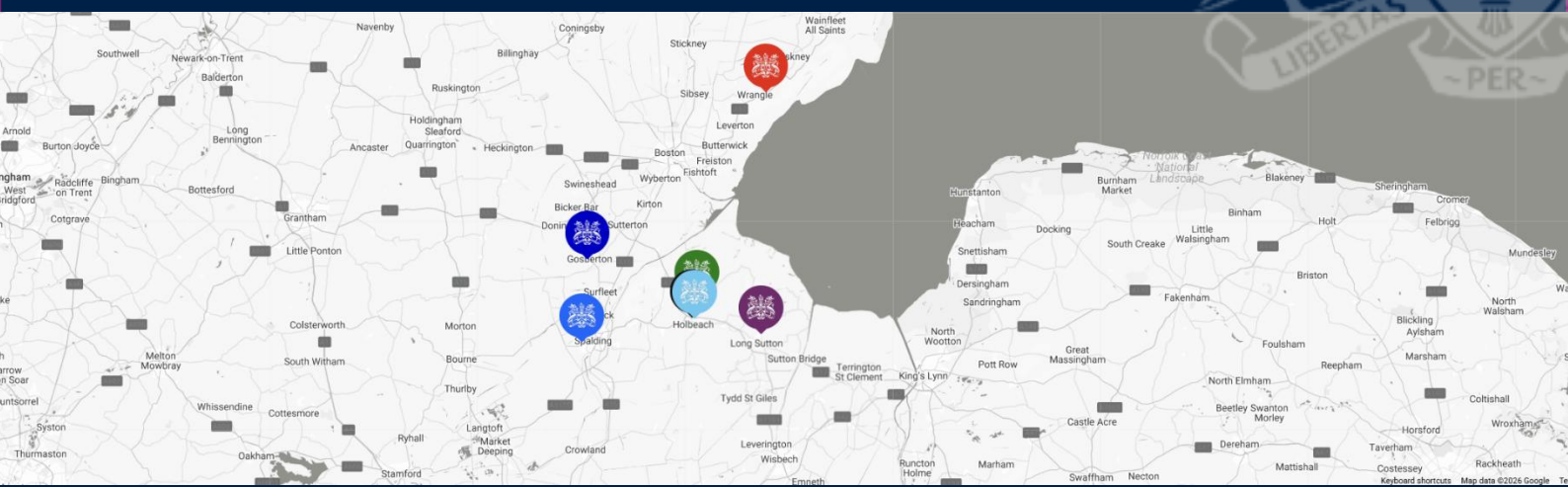
We believe wholeheartedly in the transformative power of education and the vital role it plays in improving life chances. At UALS, pupils are guided towards successful pathways into training, employment, and further or higher education. Our dedicated and skilled staff work relentlessly to inspire, challenge, and support pupils, helping them to develop confidence, resilience, and a strong sense of purpose.

We encourage you to explore our website to gain an insight into life at UALS, from our vibrant community and enrichment opportunities to our academic achievements. We look forward to welcoming committed and passionate professionals who share our ambition to foster a culture of high expectations, aspiration, and success for all.

For information about our Trust please visit [www.uolat.co.uk](http://www.uolat.co.uk). In the section for 'How to Apply' later in the pack there is also further information about visits and making contact. These are warmly welcomed.

Simon Gilman

Acting Principal



# About the Role

Thank you for your interest in our recent advertisement for the above position at University of Lincoln Academy Trust, University Academy Long Sutton.

We are currently seeking to appoint a suitably experienced and motivated Teaching Assistant to support a variety of pupils across the school from September onwards. The role will involve working closely with class teachers to support pupils' learning, development and wellbeing, both within the classroom and through small group or one-to-one support where required. The successful candidate will help create a positive and inclusive learning environment and will contribute to the wider life of the school.

The successful applicant will be required to have good literacy and numeracy skills, with a minimum requirement of GCSE at Grade C or above (or equivalent) in Maths and English. Previous experience of working with children in an educational setting would be advantageous, although not essential for a candidate who can demonstrate the right skills, commitment and enthusiasm for supporting pupils' learning and progress.

This is an excellent opportunity for someone who has:

- Excellent communication, organisational and interpersonal skills
- A flexible approach and a positive 'can do' attitude
- An ability to work in a busy environment.

Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of the advertisement, should we identify an appropriate candidate.

Applicants please note this post is subject to Enhanced DBS Clearance. It is an offence to apply for the role if the applicant is Barred from engaging in regulated activity relevant to children. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants may be subject to an online presence check.

This post is subject to the following checks:

- Enhanced DBS Disclosure
- Barred List Check
- Childcare Disqualification Check
- Prohibition Check
- Section 128 Check (where applicable)



# How to Apply

If you wish to know more about this exciting opportunity, need further information or would like to arrange an informal discussion or visit please contact Ellie Carter (PA to Principal) using [cartere@uals.org.uk](mailto:cartere@uals.org.uk) who will arrange this with our Senior Teacher of SEND, Inclusion, Transition Mrs Harrison.



**Closing Date:**

**Friday 19<sup>th</sup> June 2026 9am**

Apply on MyNewTerm and complete all sections in full.

**Interviews:**

**W/C Monday 22<sup>nd</sup> June 2026**

References will be obtained after shortlisting and prior to interview. Please ensure that contact details are accurate.

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# Teaching Assistant (Level One)

## Job Description

**Job Title:** Teaching Assistant (Level One)  
**Salary:** Grade 3 Point 9  
**Start Date:** 1 September 2026  
**Reports to:** Senior Teacher of SEND, Inclusion, Transition



### Job Purpose & Key Responsibilities

Teaching Assistants play a major role in enabling University Academy Long Sutton to be a fully inclusive comprehensive Academy. While there is considerable variation in roles, it is important that all Teaching Assistants work positively to promote team identity and success. In this way, Learning Support throughout the Academy is sustained as a strong contributor to the learning of pupils, particularly those who experience difficulty in accessing the curriculum.

The Teaching Assistant post supports the classroom teacher in facilitating the active participation of pupils in the academic and social activities of the Academy.

If the particular duties of this post are to support a child with complex medical needs details will be attached.

### Specific areas of responsibility and key tasks

<b>Support</b>	<ul style="list-style-type: none"> <li>• under the direction of the teacher, carry out pre-determined tasks to support the pupil's learning;</li> <li>• establish and maintain a supportive relationship with the pupil to ensure they understand and can achieve the tasks;</li> <li>• provide general learning support as required for children with special needs, or where English is not their first language;</li> <li>• help with the care and support of the pupil, including attending to their emotional, complex medical and physical care needs;</li> <li>• support inclusion in the classroom, ensuring the pupil feels involved with tasks and activities.</li> </ul>
<b>Support for the curriculum</b>	<ul style="list-style-type: none"> <li>• under the direction of the teacher, support the Academy curriculum, including literacy and numeracy activities;</li> <li>• support the use of Computing in the curriculum.</li> </ul>
<b>Support for the teacher</b>	<ul style="list-style-type: none"> <li>• complete records and contribute to reports (including IEP) on the pupil's progress and development as directed;</li> <li>• provide information to help the class teacher plan appropriate work programmes;</li> <li>• help to prepare the learning environment for use;</li> </ul>

	<ul style="list-style-type: none"> <li>• undertake support activities for the teacher as required, e.g. preparation of materials;</li> </ul>
<b>Support for the Academy</b>	<ul style="list-style-type: none"> <li>• develop and maintain effective working relationships with other staff and parents or carers;</li> <li>• contribute to the maintenance of a safe and healthy environment;</li> <li>• attend and actively participate in staff meetings;</li> <li>• provide support for Academy events as directed.</li> </ul>
<b>Fulfil wider professional responsibilities</b>	<ul style="list-style-type: none"> <li>• Make a positive contribution to the wider life and ethos of the Academy;</li> </ul>
<b>Requirements for all Colleagues</b>	<ul style="list-style-type: none"> <li>• The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</li> <li>• To promote and uphold the Academy's Mission Statement, values and strategic objectives.</li> <li>• To comply with the Academy's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.</li> <li>• To work positively with colleagues, pupils, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability.</li> <li>• To attend briefings and staff meetings as required.</li> <li>• To participate in the Academy's Performance Management Review scheme and undertake professional development and training as required.</li> <li>• To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.</li> <li>• To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Chief Executive Officer.</li> </ul>

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# Teaching Assistant (Level One) Person Specification

Ambition | Inclusion | Integrity



# Teaching Assistant (Level One) Person Specification

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a) Experience and Qualifications	Essential	Desirable
Good general education to at least upper GCSE level (C or 4 above).	Y	
Experience of working with young people and/or in a busy environment	Y	
Good organisational skills	Y	
ICT skills and readiness to develop those skills	Y	
Ability to simplify and explain information	Y	
Qualifications/interests relevant to specific areas of the curriculum.		Y
Experience of working in a school environment		Y
High level planning and organisational skills		Y
High level of ICT skills and readiness to help develop those skills in others.		Y
Experience in dealing with complex medical needs		Y
b) Personal Qualities	Essential	Desirable
Commitment to support the ethos and aims of the Academy	Y	
Able to gain and keep the respect of colleagues	Y	
Patience, commitment, perseverance and dependability	Y	
Readiness to have responsibility and make decisions	Y	
Ability to work as part of a team.	Y	
Ability to relate well to children.	Y	
Experience of adapting to take on a new role and willingness to undertake further professional development.		Y
Flexibility.		Y
Enthusiasm and good sense of humour		Y
Ability to make an appropriate decision under pressure and use initiative.		Y
Ability to motivate others		Y
Ability to motivate learners with additional needs and be sensitive to their needs.		Y

<b>c) Child Protection</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to form and maintain appropriate relationships and personal boundaries with young people	Y	
Commitment to safeguarding and promoting the welfare of young people	Y	
Understanding of how best to promote the health, safety and well-being of young people	Y	
<b>d) Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of the statutory requirements of KCSIE together with experience of Child Protection, Safer Recruitment and Safeguarding procedures.	Y	

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*



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