



# Teaching Assistant (Level 1 or 2) Recruitment Pack

January 2026

## Welcome from Headteacher

At Sir William Robertson Academy, our aim is for every pupil to aspire to be the best they can be. This principle underpins our vision and our carefully planned, structured curriculum. Children come first at our school, a belief shared across our Trust, and we embrace Amelia Earhart's words, "*No Borders, Just Horizons*", as a symbol of the ambition and opportunity we seek to provide.

Our first priority is to ensure that all pupils feel safe, secure and happy within our school community. We are committed to equipping young people with the knowledge, skills and resilience they need to thrive in adulthood in an ever-changing world. Character development is central to our work, supported through opportunities such as the Duke of Edinburgh Award at Bronze, Silver and Gold level.

We deliver a broad, balanced and ambitious curriculum rooted in the National Curriculum and responsive to local and national priorities, including the English Baccalaureate where appropriate. We value subject knowledge as the foundation for understanding the world, while also ensuring pupils develop skills, confidence and curiosity beyond examination success.

We believe strongly in breadth of learning and in providing all students with access to a wide range of academic, creative, physical and practical subjects. Our curriculum promotes literacy, creativity and physical development, alongside spiritual, moral, social and cultural education, helping pupils make meaningful connections across disciplines.

Quality First Teaching is at the heart of our approach. We are a proudly inclusive school that values diversity and places great importance on developing pupils' vocabulary and love of reading, supported by a well-resourced library at the centre of school life.

Through a rich programme of enrichment and carefully planned progression, our curriculum aims to build cultural capital and prepare pupils to become confident, informed and active members of society. Breadth and depth are maintained until the end of Year 9, after which pupils are supported to make well-informed choices through effective careers education and guidance.

**Mr Scott Barlow, Headteacher**



## About the Role

As a Teaching Assistant, you will play a vital role in supporting teaching and learning across the school. You will work closely with teachers and pastoral staff to help students succeed academically, socially, and emotionally, while meeting the expectations of the National Professional Standards for Teaching Assistants.

You will act in accordance with academy policies, procedures, and relevant legislation, particularly in relation to safeguarding, child protection, and behaviour management.

## Key Responsibilities

### School Related

- ✓ Work in line with the National Professional Standards for Teaching Assistants
- ✓ Follow academy policies and procedures and relevant legislation
- ✓ Liaise with teaching staff to prepare and deliver work programmes for individuals and groups
- ✓ Assist with planning and preparing learning activities
- ✓ Support delivery of local and national initiatives (e.g. literacy and numeracy strategies)
- ✓ Participate in classroom preparation and organisation
- ✓ Monitor pupils' needs and report concerns to designated staff
- ✓ Maintain accurate records as required by the school
- ✓ Take responsibility for specialist equipment where required
- ✓ Be familiar with relevant Education, Health and Care Plans (EHCPs)
- ✓ Contribute to development of Pupil Profiles and Learning Plans

### Child Related

- ✓ Promote pupils' physical, emotional, educational and social development
- ✓ Foster confidence, independence, and self-esteem
- ✓ Observe, monitor and record pupil progress and development
- ✓ Support pupils with Special Educational Needs and Disabilities (SEND)
- ✓ Carry out reasonable daily personal care and hygiene duties where required
- ✓ Administer basic first aid (following training and school procedures)
- ✓ Support safe movement of pupils around the school site

## Person Specification

### Teaching Assistant

## Qualifications & Training

#### Essential

- ✓ GCSE Grade 4 (or equivalent) or above in English and Maths
- ✓ Teaching Assistant Level 1 qualification

#### Desirable

- ✓ Higher level Teaching Assistant qualification or relevant additional training

*Assessed via application form*

## Experience

#### Essential

- ✓ Experience of working in an educational setting
- ✓ Experience working in a Teaching Assistant role
- ✓ Experience delivering or supporting intervention programmes
- ✓ Ability to support pupils across the 11–18 age range

#### Desirable

- ✓ Experience working with SEND pupils
- ✓ Experience supporting EHCP provision
- ✓ Experience leading small group interventions
- ✓ Experience working in a secondary school setting

*Assessed via application form and references*

## Knowledge

#### Essential

- ✓ Understanding of the UK education system
- ✓ Understanding of a range of teaching, learning and assessment styles to meet individual student needs
- ✓ Knowledge of best practice in tutoring, learning and assessment
- ✓ Knowledge of tracking student achievement and implementing appropriate support strategies

#### Desirable

- ✓ Knowledge of current national education initiatives
- ✓ Knowledge of SEND best practice and inclusion strategies
- ✓ Knowledge of behaviour management strategies
- ✓ Knowledge of EHCP processes and pupil profiling

*Assessed via application form and interview*

## Professional & Support Skills

### Essential

- ✓ Ability to communicate effectively with students aged 11–18
- ✓ Ability to work collaboratively with teachers and support staff
- ✓ Ability to understand pupil needs and set appropriate targets
- ✓ Ability to evaluate the impact of interventions to inform future planning
- ✓ Good ICT skills
- ✓ Ability to communicate effectively with parents/carers where appropriate
- ✓ Ability to coach and support others when required
- ✓ Excellent organisational, administrative and time management skills

### Desirable

- ✓ Ability to adapt communication for SEND pupils
- ✓ Experience supporting multi-agency working
- ✓ Experience contributing to learning plans or pupil profiles
- ✓ Experience using assessment data systems or school MIS systems
- ✓ Experience supporting parent engagement
- ✓ Experience supporting trainee staff or students
- ✓ Experience managing resources or specialist equipment

*Assessed via application form and interview*

## Personal Qualities & Values

### Essential

- ✓ Commitment to inclusive education and enabling all students to reach their potential
- ✓ Genuine enthusiasm for working with young people
- ✓ Reflective, thoughtful and self-aware practitioner
- ✓ Effective and creative team player
- ✓ Motivated, enthusiastic and proactive approach
- ✓ Willingness to use initiative and support continuous improvement
- ✓ Commitment to continuous professional development
- ✓ Reliable and professional
- ✓ Willingness to contribute to extra-curricular activities
- ✓ Commitment to safeguarding and promoting the welfare of children in line with school policies

### Desirable

- ✓ Ambition for career development within education
- ✓ Experience supporting equality and diversity initiatives
- ✓ Experience contributing to whole-school or community initiatives

*Assessed via application form, references and interview*