



**The Totteridge Academy**  
The best in everyone™  
Part of United Learning

## Candidate Briefing Pack

**Job title:** Teaching Assistant

**Closing date:** 21 June 2026



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## Welcome from our Principal/Headteacher

Dear candidate,

Thank you very much for your interest in joining The Totteridge Academy. I am delighted to introduce you to our academy, and I hope that this application pack provides you with an overview.

The Totteridge Academy (TTA) is a fantastic secondary school in North London and is continuing to grow and develop with over 1000 students currently on roll. The school provides a high-quality education in a safe, caring, and focused environment teaching skills and knowledge, enabling students to become responsible, well-rounded citizens, equipped with the tools to make effective choices for their futures. The school philosophy of kaizen (continuous improvement) enables students and staff to always aim high so that every individual can attain their best. Improving through practice; calm, focused classrooms led by knowledgeable, passionate teachers

Our school is part of United Learning, which means our teachers benefit from the best pay in the sector, three extra INSET days protected for your own planning, guaranteed paid personal days, great training for your career, and more.

If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering The Totteridge Academy for the next stage in your career. If you have any questions regarding this role, please contact Jo Wiles on [joanne.wiles@tta.org.uk](mailto:joanne.wiles@tta.org.uk)

Best wishes,

Chris Fairbairn

Principal

The Totteridge Academy



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# Job Description

**Job title:** Teaching Assistant

**Location:** The Totteridge Academy

**Contract type:** Part time/ Permanent

**Responsible to:** SENCO

## The Role

We are seeking two dedicated and enthusiastic Teaching Assistants to join our team.

### Hours:

- Monday to Friday, 37.5 hours per week
- Term time plus INSET days (39 weeks per year)

### Salary:

- FTE: £29,403/ Actual Salary: **£25,371**

### About the role:

As a Teaching Assistant, you will work closely with teaching staff to support learning and help create a positive, inclusive classroom environment.

You will support pupils individually and in small groups, helping them engage with lessons, build confidence, and develop independence. Working under the guidance of the class teacher, you will play a key role in supporting pupils with a range of needs, including SEND and EAL.

You will contribute to maintaining a calm, focused learning environment and support effective behaviour management. Your patience, adaptability, and proactive approach will help ensure all pupils can achieve their full potential, both academically and socially.

## Key Responsibilities

### Supporting Pupils

- Deliver targeted support for subject-specific learning activities
- Adapt support for a range of needs, including SEND and EAL
- Assist with personal, social, and welfare needs where required
- Support the implementation of EHCPs, Individual Education Plans, and Behaviour Plans
- Promote independence and recognise pupil achievement
- Provide appropriate feedback to support pupil progress
- Work with specialist staff and external professionals where necessary



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### **Supporting the Teacher**

- Promote positive behaviour and support conflict resolution in line with school policies
- Identify and address barriers to learning
- Prepare classroom resources and learning materials
- Provide clear feedback on pupil progress and maintain accurate records
- Support marking and feedback where appropriate
- Ensure effective use of classroom resources, including IT
- Prepare and maintain equipment to support teaching and learning

### **Supporting the School Community**

- Promote inclusion, equality, and diversity at all times
- Build positive relationships with pupils, staff, and families
- Act as a role model for professional conduct and high expectations

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



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## Person Specification

### Education and Qualifications

	Essential	Desirable
GCSE English and Maths (grade C/4 or higher). <b>Candidates without A-Levels, a degree or a relevant Level 3 for the role:</b> <b><i>You will be required to enroll on a Level 3 apprenticeship once appointed.</i></b> <b><i>We will support you to gain this qualification as part of our commitment to staff development and improving student outcomes.</i></b>	Y	
Support Teaching and Learning Qualification.		Y

### Experience

Working with children across the age and ability range appropriate to the role.		Y
Working with children with additional needs in a similar role.		Y

### Skills and Knowledge

Effective use of IT to support tasks and activities	Y	
Good written and verbal communication skills, fluent in English.	Y	
A broad understanding of effective learning strategies/styles.		Y
Ability to recognise potential barriers to learning and an ability to develop plans to overcome these.		Y
Understanding of different strategies to manage behaviour and social skills development in a classroom context.		Y
Working knowledge of strategies available to support children with additional needs.		Y
Good problem-solving skills.		Y



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## Teamwork

Treats others fairly, with respect and consistently	Y	
Works collaboratively and supports colleagues	Y	

## Personal Attributes and Abilities

A commitment to continuous professional development	Y	
Commitment to inclusion, equality and respect	Y	
Passionate for supporting young people and making a difference	Y	
Approachable, patient and adaptable	Y	

## Other

Commitment to Equal Opportunities	Y	
Enhanced DBS Check	Y	
Right to work in the UK	Y	
Willingness to participate in training (e.g. First Aid and Team-Teach).	Y	
Committed to the safeguarding of young people.	Y	



## How to Apply

To join our dedicated and talented team, click apply here.

<https://mynewterm.com/jobs/144502/EDV-2026-TA-40555>

**The closing date for this post is Midnight on Sunday 21 June 2026.**

## For more information about this role, please contact:

**Name / title:** Jo Wiles, HR Manager

**Telephone number:** 02084459205

**Email address:** [joanne.wiles@tta.org.uk](mailto:joanne.wiles@tta.org.uk)

*Please note: we reserve the right to close any vacancies from further applications when we have received a minimum amount of applications from which to make a shortlist. Please ensure you apply without delay if you wish to be considered for this role.*



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## Rewards and Benefits

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support**. For more information, visit

[www.unitedlearning.org.uk/careers/rewards-and-benefits](http://www.unitedlearning.org.uk/careers/rewards-and-benefits)

More pay...	more time...	and more support
<ul style="list-style-type: none"> <li>We pay an average of 5% above national scales – the best rates of pay in the sector</li> <li>Cash towards medical treatment</li> <li>Generous staff discount scheme</li> </ul>	<ul style="list-style-type: none"> <li>Three extra INSET days for planning</li> <li>At least one personal day a year</li> </ul>	<ul style="list-style-type: none"> <li>Great training for your career</li> <li>Exceptional curriculum resources</li> <li>Expert subject advice</li> <li>Support for your wellbeing</li> </ul>

### **Flexible Working**

We value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and enabling flexible working opportunities throughout our schools wherever possible and will support employees seeking to work more flexibly.

### **Important information**

United Learning is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check. We also kindly request permission to seek references ahead of the interview process.



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## About United Learning

United Learning is a Group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out ‘the best in everyone’ – pupils, staff, parents and the wider community. We uniquely comprise schools in both the state and independent sectors.

As a Group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences.

We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.

To find out more about United Learning, please visit the website [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk).

## The best from everyone

Our aim is to bring out the best in everyone. So, we must expect the best from everyone, all the time. Every child is a special individual, capable of extraordinary things. Who can know the limits of any child’s potential? So, we expect unreasonably – we constantly challenge children to do what they think they can’t, to persist, to work hard and to be at their best.

From every adult we expect the same: that they are at their best, expect unreasonably of themselves, are determined and resilient and pass those expectations on to the children in all they do. We act with the utmost love, care and good faith – the highest standards come with the greatest attention to the wellbeing of all.



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