



Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PACK

Teaching Assistant



Clifford Bridge
Academy



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WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

Lois Whitehouse – CEO

DEPUTY CEO



We put the quality of education at the core of our vision. Our school improvement strategies provide an excellent framework to deliver a truly broad, balanced and inclusive curriculum with an emphasis on co-curricular activities such as Arts, Music and Sports from age 2 to 18. We believe that every child is a powerful learner.

We are a progressive Trust with an excellent track record of Primary school improvement across our portfolio of 8 schools, 7 of which are Primary schools.



We have strong models of Primary school improvement alongside high-quality implementation and delivery. We have proven able to deliver high standards of education, systematically, through excellent improvement practice that incorporates knowledge building, evidence-informed professional development, and the creation of communities of improvement.

As a successful Trust we deploy the expertise of specialist primary teachers and leaders across our schools to ensure maximum impact.

The goal is for every member of staff, in every classroom to be as **good as they can be** in what they teach (the curriculum) and how they teach (pedagogy), e.g., paired planning time with subject/ teaching expert to develop teacher confidence and pedagogy.

Coaching conversations with teachers/ leaders so that developments come directly from them to motivate and signpost independent improvements through self-study documents such as WALKTHRU and external courses. This will allow capacity to be enhanced so that teachers can then improve each other and hone/ innovate practice. Once practice is embedded and impactful, we would look to develop leaders of these areas externally to innovate and lead future practice in their school and more widely across the Trust.

We are constantly refining the way we support, challenge, and improve our schools. At the heart of our approach is first-class teaching.

Rob Darling – Deputy CEO

ABOUT THE ROLE

Post Title	Teaching Assistant (Level 2)
Salary Range	Grade 2- £15,442 pro rata, per annum (FTE £24,413)
Reporting to	Headteacher
Status	Fixed term, 27 hours, Term time only
Flexibility	Flexible



Job Purpose

To support the class teacher in delivering high-quality education and care, promoting the learning, development, and wellbeing of all pupils. This includes enabling pupils—particularly those with additional needs—to access learning, develop confidence and independence, and thrive within an inclusive school environment.

Pupil Support

Under the direction of the classroom teacher or designated supervisor:

- Provide support to individuals or small groups, including those with SEND, to promote engagement and participation in learning.
- Support pupils' physical, emotional, and social development using appropriate strategies.
- Assist with personal care, medical needs, and wellbeing routines in line with school policies.
- Promote positive behaviour and emotional regulation using inclusive approaches.

Teaching & Learning

Under the direction of the classroom teacher or designated supervisor:

- Support the delivery of planned learning activities, adapting resources and approaches to meet diverse needs.
- Support adaptive teaching by helping to personalise learning experiences based on pupils' strengths, needs, and interests
- Contribute to the implementation of EHCPs, Individual Education Plans (IEPs), and behaviour support plans.
- Use digital tools and assistive technologies to enhance accessibility, engagement, and independence in learning
- Provide feedback to pupils and contribute to assessment and progress tracking.

Classroom Organisation

Under the direction of the classroom teacher or designated supervisor:

- Prepare, maintain, and organise learning resources and classroom displays.
- Support the teacher with administrative tasks such as photocopying, filing, and collecting resources.
- Assist with the supervision of pupils during transitions, breaktimes, and off-site visits.

Professional Collaboration

Under the direction of the classroom teacher or designated supervisor:

- Work closely with teachers, SENCOs, and external professionals (e.g. therapists, educational psychologists).
- Communicate effectively with parents/carers under the guidance of teaching staff.
- Support the induction of volunteers, students, or new staff in the classroom.

Professional Development

- Engage in regular continuing professional development (CPD) and training as required by the Trust or school.
- Reflect on practice and contribute to a culture of continuous improvement.



Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust/academy

Other

- Carries out any other duties as directed by the Headteacher or designated supervisor that are within the scope, purpose and spirit of the role
- This role may include providing 1:1 support for pupils with SEND to ensure they can access learning, build confidence, and thrive in the school environment
- Take responsibility for own wellbeing and seek support when needed.



PERSON SPECIFICATION – Teaching Assistant (L2)

		Essential	Desirable
Education and Qualifications	Level 2 qualification (or equivalent experience) in Supporting Teaching and Learning or a related subject	✓	
	GCSEs (or equivalent) in English and Maths at Grade D/3 or above. <i>Functional Skills Level 2 in English and maths may be considered.</i>	✓	
	GCSEs (or equivalent) in English and Maths at Grade C/4 or above		✓
	Level 3 qualification (or equivalent experience) in Supporting Teaching and Learning or a related subject		✓
Experience	Experience working with children or young people in a paid or voluntary capacity	✓	
	Experience supporting pupils in a classroom or educational setting		✓
	Experience supporting pupils with SEND or additional needs		✓
	Experience using digital tools to support learning		✓
Skills and Knowledge	Effective communication skills (oral and written)	✓	
	An ability to work independently and as part of a team	✓	
	Attention to detail/ability to enter data accurately	✓	
	Ability to prioritise workload and manage pressure	✓	
	Discretion and experience of handling confidential data	✓	
	Competent in using digital tools and technology to support learning	✓	
Personal Qualities	Dedicated to our vision that all children are entitled to an exceptional, inclusive education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Works with honesty and integrity	✓	
	Emotional resilience and ability to support pupils working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
Safeguarding and Child Protection	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	



	Familiarity of Keeping Children Safe in Education (Part 1)	✓	
	A realistic appreciation of the challenges involved in working with children	✓	
	Committed to improving safeguarding processes and practices. Sees it as part of their job	✓	
Professional Development	Willing to participate in further appropriate professional development	✓	

CORE COMPETENCIES

Clear understanding and commitment to safeguard and protect children

Adopts an inclusive approach respecting diversity in all forms

Conscientiously adheres to school / trust policies and procedures and works ethically

Works in a way, which abides to the school values

Embraces the vision "Aspire and Achieve" and devotedly helps all students achieve this



ABOUT CLIFFORD BRIDGE ACADEMY



Clifford Bridge
Academy

FACTS AT A GLANCE

2-FORM ENTRY

NUMBER OF PUPILS: 450

NUMBER OF STAFF: 57

BASED IN: BINLEY, COVENTRY

WELCOME FROM HEADTEACHER



We are a vibrant and happy two-form entry school, with a two-year-old provision as well as a wraparound facility. We were graded as 'Good' by Ofsted in January 2025, with three of the five areas being graded as 'Outstanding'. The report stated, "Pupils at Clifford Bridge Academy love to learn and teachers expect the best...Pupils are a credit to the school and are excellent ambassadors. They are right to be proud of their school. Parents say that Clifford Bridge is a very special place."

As part of the Inspire Education Trust, we work in close partnership with Arley Primary Academy, Blue Coat C of E School, Fredrick Bird Academy, Hearsall Community Academy, Stockingford Academy, Walsgrave C of E Academy and Whittle Academy. The links between the schools are both stimulating and supportive, enabling us to share best practices through collaborative working.

You will find our Clifford Bridge family warm and welcoming as our children, parents, carers, staff, and friends of our school are at the heart of everything we do. We are passionate about every child reaching for the stars; shining brightly in their talents and





working hard to achieve their hopes and dreams. As their teachers, we promise to guide them on their journey and to always make decisions that have them at the core.

Our exciting, ambitious curriculum is relevant and memorable as we develop children's knowledge and skills across a broad and balanced range of subjects. Our academy values are the golden thread woven throughout all we do where we foster curiosity, integrity, joy, kindness, nurture, and resilience.

I encourage you to come and see Clifford Bridge Academy to help you get the 'feel' of our school so please get in touch.

Madaleine Turner – Headteacher



ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is an Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each child and student understands what they are capable of, and what talents they have, and strives for excellence in themselves to succeed in the next stage of their education and the world of work.



Inspire Education Trust

Together we achieve, individually we grow

We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated, and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

Inspire Education Trust is made up of 8 schools.

Arley Primary School, New Arley, Warwickshire (2024)
Blue Coat Church of England School & Music College, Stoke, Coventry (2020)
Clifford Bridge Academy, Binley, Coventry (2015)
Frederick Bird Primary School, Hillfields, Coventry (2024)
Hearsall Community Academy, Earlsdon, Coventry (2017)
Stockingford Academy, Nuneaton, Warwickshire (2019)
Walsgrave Church of England Academy, Walsgrave, Coventry (2015)
Whittle Academy, Walsgrave, Coventry (2015)

Our Trust Motto encapsulates the beliefs and ideals of our family of schools.

"Together we achieve, individually we grow"



KEY FACTS AT A GLANCE

7 PRIMARIES & 1 SECONDARY

MIXED MAT – 2 CHURCH OF ENGLAND SCHOOLS

3,800 PUPILS AS OF JAN 2024

709 STAFF

OPERATING OVER 2 LOCAL AUTHORITIES

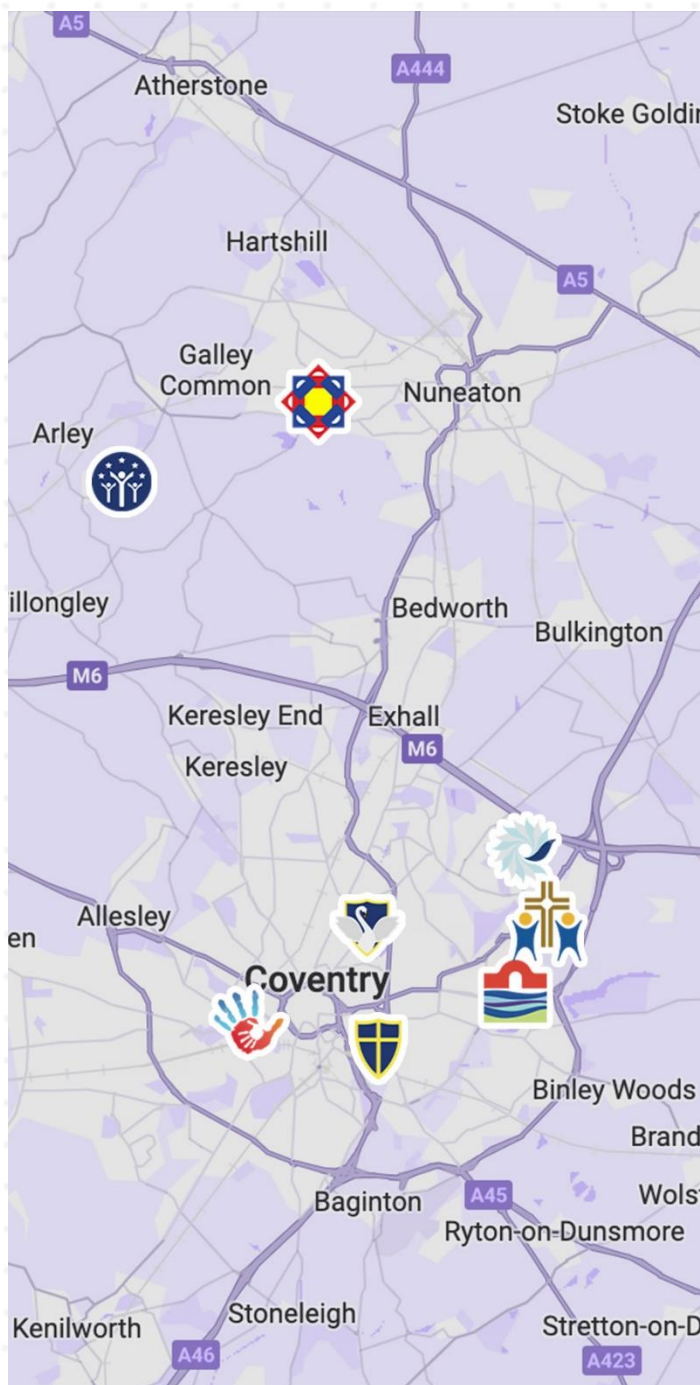


The mission statement for our Trust is "Together we achieve, individually we grow'. We aim to ensure that our academies will provide an **environment which is welcoming, caring and purposeful**, where we will encourage our pupils to be the best they can be, whilst supporting them pastorally and helping them develop socially. We want our children to enjoy school, have fun and develop a love of learning.

We have a **Board of Directors** and **Members** who hold the schools to account and work closely with the Local Governing Bodies of each school who support and challenge the outcomes and quality of teaching and learning. We have **strong links** with the **Coventry Diocesan Board of Education** reflecting the church status of our faith schools, Blue Coat School and Music College and Walsgrave Church of England Academy.

As schools, we are committed to sharing the good practice that exists in all the schools and we have numerous opportunities for **joint training days** and **shared professional development** for support and teaching staff across the Trust. Staff have welcomed this collaboration and we have retained quality staff and promoted from within.

We strive to maintain academies which will retain their **own independent culture and ethos** whilst operating within a strategic partnership to improve quality, share best practices and operate effectively and efficiently. We firmly believe that "**Expectations Shape Outcomes**" and we expect the very best for all members of our school's communities.





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STAFF WELLBEING & SUPPORT 'THE LITTLE THINGS'

At Inspire Education Trust, we are committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. Our trust leaders aspire that all colleagues are fit, well and content at work. Some of the little but important things we give back to staff are listed below; new ideas are always welcome.



External coffee van visits site for staff use



Support for new staff starters who join Inspire Education Trust (e.g. buddy pairing)



Calendars regularly reviewed with staff workload in mind



No Student or class data collected for data's sake



Prayer and worship time across our CofE schools



8 free external counselling sessions for all staff



PPA time designed to promote a healthy work life balance



Dedicated classroom wherever possible for all teaching staff



Free Wellbeing App Subscription



Time off for staff wellbeing



Staff wellbeing integral to the appraisal process.



Enhanced paternity leave for all staff - 1 week at full pay and 1 week at Statutory Paternity Pay



Gym and fitness membership discount through CV-Life (based in Coventry)



Flexible and generous approach to family appointments, children's events, nativities, sports days etc



Opportunities for staff to get involved in sport and physical activity



Opportunities for career development always considered



Measured approach to lesson drop-ins



Staff marking & workload group to guide and develop policy



Communications protocol which promotes a healthy work life balance



Cycle to work scheme



Approachable Senior Leadership Teams



Staff social events (e.g. time to talk)



Staff wellbeing champion network of support



EAP (Employee Assistance Programme) - Health Assured



Employer pension contributions of 23% + for teaching and support staff.



Generous holiday allowance for all year-round support staff (28 days annual leave, plus 8 bank holidays. Increasing to 33 days after 5 years of service)



Access to trained Mental Health First-Aiders for all Staff



MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the My New Term website <https://www.ietrust.org/vacancies/>

The closing date for applications is 9am Monday 23rd February 2026.

Interested candidates are encouraged to contact Steph Jones - Stephanie.Jones@CliffordBridgeacademy.org to arrange an initial conversation with Madaleine Turner – Headteacher.

Shortlisting will take place, and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview on Wednesday 25th February 2026.

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting Catherine Alexander-Gamble – Catherine.alexander-gamble@ietrust.org

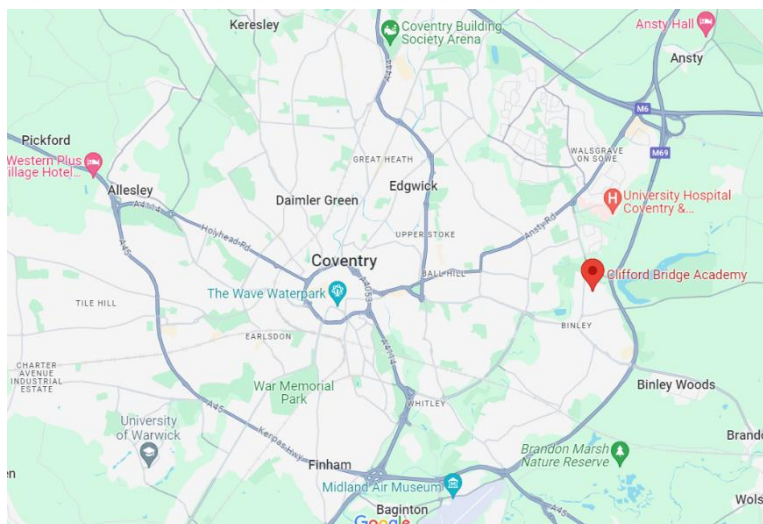
We look forward to hearing from you.





HOW TO FIND US

If you arrange a visit or are successfully shortlisted for an interview, then you will need to visit our school. Please see the below for guidance and directions on how to find Clifford Bridge Academy.



ADDRESS

Clifford Bridge Academy
Coombe Park Rd
Coventry
CV3 2PD

*A 5-minute drive from
University Hospital Coventry,
and a 15-minute drive from
Coventry city centre.*

PARKING

As you arrive at the front gate, you can drive in and there are 3 car park areas that you can park in. See the circled below for parking locations.





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RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST

Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contacts details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

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