

Matford Brook Academy Associate Teacher - (HLTA)



ABOUT YOUR NEXT ROLE & OUR OFFER



Key details & how to apply

About Matford Brook Academy & this role

Job Description & Person Specification

About our Trust



Key Details

Salary scale

Grade E £30,024 – £33,143

Actual Salary (if pro-rata)

£23,730 – £26,195

Hours

34 hours per week, term
time 39 weeks per year

Location

Matford Brook Academy

Closing date

Sunday 14th June 2026
Midnight

Required from

September 2026

Interview date

Friday 19th June 2026

This advert may close earlier than the stated deadline if sufficient applications are received. If you're interested, we encourage you to apply as soon as possible.

Find out more



We welcome interested candidates to request a call with one of our senior team to discuss the role and any questions you might have prior to application. To arrange this, please contact Kate via hr@matfordbrook.academy.

How to apply



All Ted Wragg Trust vacancies can be found here: <https://www.tedwraggtrust.co.uk/vacancy> – filter by school or role and follow the link to apply (or contact us as above)

Application advice

When completing your online application:

- Include any essential experience and qualifications as detailed in the person specification
- Include all previous employment with dates
- Account for any gaps – e.g. periods of non-employment
- When writing your supporting statement, write about your experience and skills against the requirements of the role. This is the primary source of information for our shortlisting panel when shortlisting candidates for interview.

Our Mission

Our mission at Matford Brook Academy is to provide an excellent, all-through education that empowers children to believe they can, and should, change the world around them.

We summarise this in one mantra that is woven through the fabric of our school: at Matford Brook Academy, **we write our story.**

We are providing a school with an excellent education and broad opportunities for our children, rooted in the core understanding that, in order for children to thrive both now and in their future, they need to believe that the greatest influence on their lives is themselves.



Staff Testimonials



Emma

Assistant
Headteacher -
Science

Being part of the team at Matford Brook Academy is an absolute privilege. From the moment I heard about MBA's all through concept I knew it was somewhere I wanted to work. This is a fabulous opportunity to be part of shaping the lives and education of young children right from Early Years to KS4.



Laura

Teacher &
Coordinator for
Mathematics

I thoroughly enjoy working at MBA - I love being a part of a team that is incredibly supportive and there for one another. Pupils and staff alike are incredibly welcoming and appreciate your efforts and contributions to the community.



Mike

Early Years
Teacher

It's a privilege to improve the lives of the children and families of the community we serve! Matford Brook Academy is a place that allows children to thrive under the guidance of a nurturing, passionate and professional team where the values of scholarship, kindness and community come alive everyday!



Bekah

Pastoral Support
Mentor

Working at Matford Brook Academy has been incredibly rewarding; I have never felt more supported in a role. Every pupil, and member of staff is known and valued, and where your contributions matter and professional growth is encouraged, and supported.

Associate Teacher (HLTA)



At Matford Brook Academy, we are a small but growing school. As we enter our fourth year since opening in September 2023, we are looking for an enthusiastic, caring and adaptable individual who believes in our vision and values to step into the role of HLTA. This role is suitable for experienced TAs or qualified teachers.

The Role

Based initially within our Chapter Two phase (Y1-4), this role is intended to work closely with class teachers and school leaders to deliver excellent education to our pupils. You will deliver whole class teaching to cover PPA and absences, working alongside the class teacher to ensure the curriculum is well-taught, whilst overseeing and delivering high quality interventions to support children outside of direct teaching.

You will also line manage and develop the TA team, supporting colleagues to grow in their knowledge and understanding of effective support for all children, especially those requiring additional support.

Who We're Looking For...

Someone who is genuinely excited by the opportunity to help shape a new, flagship school for the South West. You'll bring:

- Energy, ambition, and creativity
- A passion for working within an all-through school and the opportunities for our children this brings
- A collaborative spirit and growth mindset
- The highest of standards to each area of the role
- Enthusiasm for providing brilliant opportunities for our children, within and beyond the classroom

What We Offer

- A chance to help shape a pioneering school from the ground up within the heart of our community
- A culture of innovation, inclusion, and excellence
- A school where your voice matters and your impact is lasting
- Ongoing professional development through our 'Great People Management' and the Ted Wragg Institute

Job Description

Key Purpose of Role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by ...

Your Responsibilities

- Supervise and deliver learning to whole classes, groups or individual pupils to cover absences, deliver learning or provide intervention in and outside the classroom area
- Assist with the supervision of pupils during break, lunchtimes and after school
- Provide 1-1 support to pupils or support other classroom activities when cover is not required.
- Promote and enable excellent pupil behaviour dealing promptly with conflict/incidents and reporting in line with school policies
- Promote the inclusion and acceptance of all pupils while recognising and responding to individual needs.
- Establish constructive relationships with parents/carers
- Take a lead role in managing and delivering pastoral support to pupils, directing others to ensure student welfare and personal care is of the highest standard
- Undertake tasks, including administrative activities as delegated
- Promote safeguarding policies and procedures to protect pupils and maintain a culture in which pupils are protected and achieve the best outcomes
- Support learning by planning, implementing and evaluating learning, adjusting activities and resources to enable all pupils to achieve well
- Support pupils' access to learning utilising appropriate strategies and resources
- Take a lead role in the development and implementation of appropriate behaviour management and attendance strategies
- Role model, line manage and support colleagues to promote the inclusion and acceptance of all pupils recognising and responding to individual needs

Support pupils to

Love coming to school
Achieve well
Live a life of opportunity

Support colleagues to

Love coming to work
Build high quality professional
relationships with Trust
networks
Inspire others

Support communities to

Love our schools
Value working together
Make the world a better
place

Person Specification

Qualifications

- Completion of relevant training/qualifications at NVQ4/HNC or equivalent level of Knowledge and skills
- Good numeracy and literacy skills with a GCSE (or equivalent) in English and Maths (grade 4 or above)
- QTS

KEY
Essential
Desirable

Experience

- Proven experience of working with children who require additional support.
- Experience of planning and teaching whole class lessons.
- Experience of preparing, prioritising, initiating and delivering intervention strategies.
- Experience of planning effective actions for pupils at risk of underachieving.
- Experience of line management.

Key Skills

- The ability to promote inclusion and acceptance of all pupils.
- The ability to self-evaluate own learning needs and actively seek learning opportunities.
- Understanding of the KS1 and KS2 national curriculum requirements.
- Secure IT skills across different school platforms & programmes.
- Able to fulfil all aspects of the role with confidence and

Align with Our Trust Values

- **Ambitious:** works hard, has the highest standards and is positive for the future
- **Selfless:** self-aware and emotionally intelligent to support self and others to thrive
- **Collaborative:** builds strong relationships and networks



We exist to provide an excellent all-through education that empowers children to believe they can, and should, change the world around them

What we believe

Scholarship



To be a scholar is to strive for the highest education possible, valuing learning and the process - including making mistakes - and taking responsibility for doing so. The story we are writing is for every Matford Brook Academy pupil to be successful, lifelong learners, progressing to university or another aspirational equivalent.

Kindness



The way we interact with and treat those around us has a direct impact on them. The story we are writing is for every Matford Brook Academy pupil to be caring, thoughtful individuals who proactively help and support the people around them, recognising their role in helping everyone to feel safe and succeed.

Community



School is a 'team sport': we are working together to create a limitless environment where everyone succeeds. The story we are writing is for every Matford Brook Academy pupil to feel a sense of connectedness and belonging in their community - school, local national, international - and positively contribute to it.

What we do

I am the author of my own story	We do this because:	We do this by:
We expect and model the highest of standards	We take pride in our roles and recognise our responsibility for enabling our pupils' success	<ul style="list-style-type: none"> • Codifying our expectations- what excellence looks like • Prioritising coaching & deliberate practice
We enable high aspirations and potential for everyone in our community	We are aspirational for every child to proceed to University or another real equivalent	<ul style="list-style-type: none"> • Investing in our professional development - TWT networks, reading, wider opportunities • Showing fidelity to our consistent approach • Planning opportunities within and beyond the curriculum
I empower others to write their story	We do this because:	We do this by:
We commit to a culture of constructive feedback, immediate and for long-term development, and celebrating success	We strive to be even better	<ul style="list-style-type: none"> • Prioritising coaching and deliberate practice • Investing in great people management
We assume goodwill and take responsibility for how our actions affect others	We believe in a collective responsibility; our created culture is a 'Team Sport'	<ul style="list-style-type: none"> • Clarifying the 'Why' • Apologising when required • Showing fidelity to our consistent approach
We write our story together	We do this because:	We do this by:
We build, maintain and strengthen relationships with all in our community	Success is made possible when we all feel safe and connected	<ul style="list-style-type: none"> • Using first names with staff, families and pupils • Phoning or meeting in person • Showing our love through consistent high expectations ('Challenge Directly')
We tenaciously empower the participation of all	We recognise our role, as a school, in championing social justice	<ul style="list-style-type: none"> • Identifying and mitigating potential barriers (Planning for All) • Caring Personally but Challenging Directly • Advocating for our pupils and their families with strong community connections

About our Trust

Our Mission
To transform lives
and strengthen our
communities
to make the world
a better place.

The graphic features a central white circle with a blue border containing the mission statement. Surrounding this is a larger blue ring containing the logos of various member schools and organizations. The logos include: All Saints Academy Plymouth, Cambridge Education Centre, Ewick Heights Primary School, Honiton College, ISCA Academy, Lipson, Marine Academy Primary, Marine Academy Plymouth, Matford Brook Academy, QE, Sidmouth College, St James, St Lukes, Tor Bridge High, South West, West Exe School, and Wimpston Barton Federation. There are also several smaller, less distinct logos within the ring.

A Warm Welcome from our CEO



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



Moira Marder, OBE

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow great people**.

This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values

How we will succeed



#lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can **reach their full potential, with dignity, respect, and equal opportunities for all**.

We value the unique contributions of each individual, recognising that **diversity strengthens our community and makes our Trust a positive place to work and grow**.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to **transform the lives of the children in our Trust**.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at [www.tedwraggtrust.co.uk/workwith us](http://www.tedwraggtrust.co.uk/workwithus)

Love coming to work



Experience high quality development



Inspire others



The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute (TWI)** delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



Sustained

Frequency is critical, not time span



Practice-Based

Create new habits



Domain-Specific

Create new habits



External Expertise

Challenge the familiar & refresh ideas



Professional Buy-In

Purpose & benefits eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account **to enable excellence**. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

Key Concept: Leadership



We believe that great leadership:



Fiercely educates



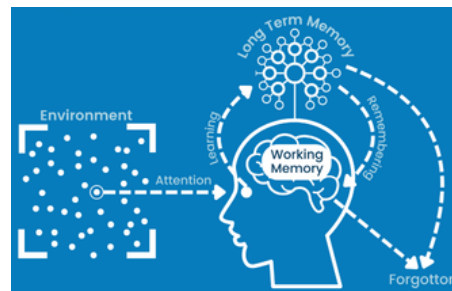
Thrives in a complex system



Is locally enabled

Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.



Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.

Microsystem

Child

- sleep well
- eat breakfast
- Follow school rules and routines
- attend school regularly

Family

- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- Ensure attendance is good

School

- Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

Mesosystem

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHS and Early Help

Macrosystem

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:

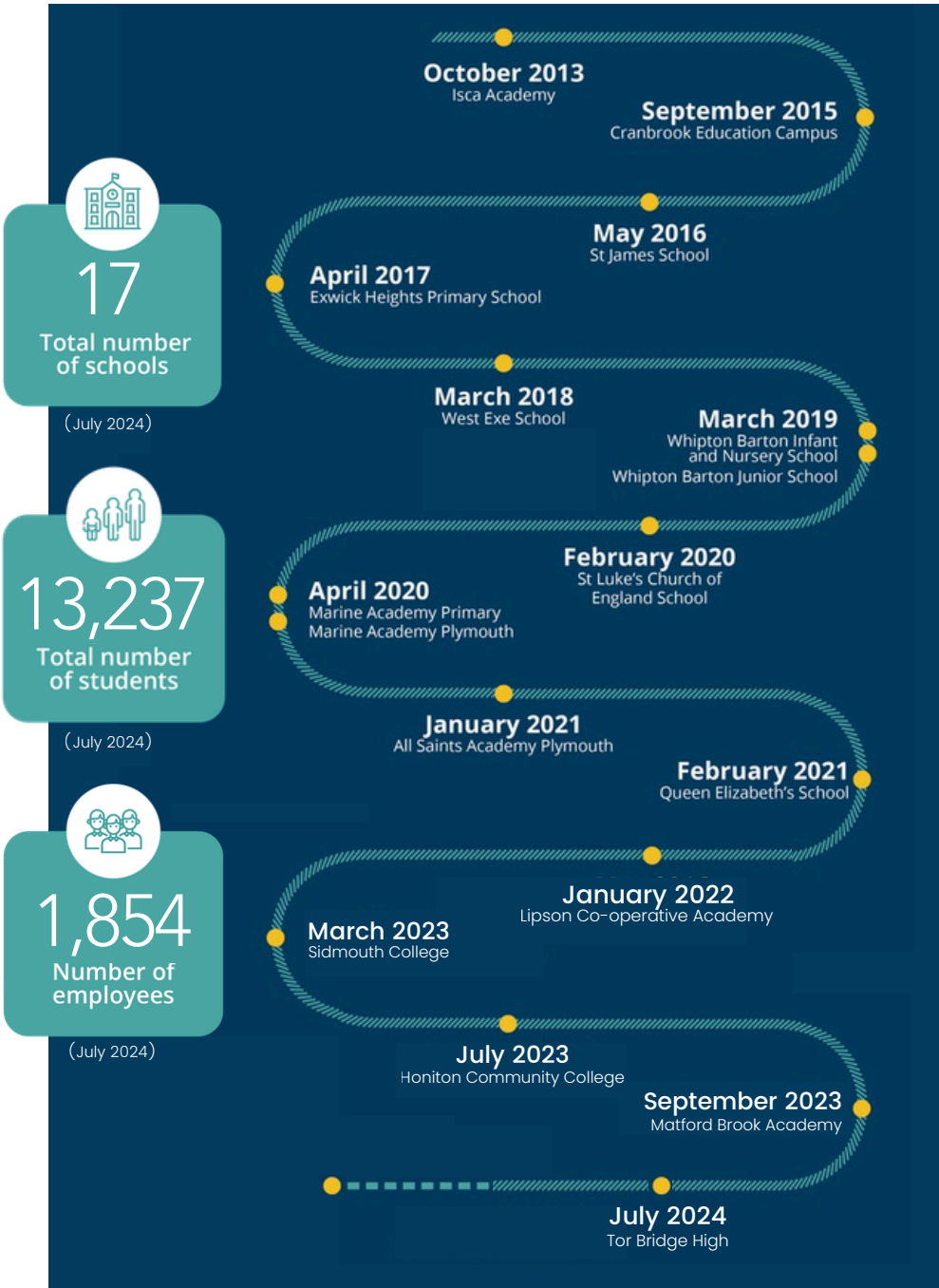
 <p>Exceptional development and networking opportunities</p>	 <p>Cost of blue light cards can be claimed through expenses</p>
 <p>Free annual flu jab, eye test and allowance for glasses</p>	 <p>Exclusive discounts, cashback and vouchers</p>
 <p>Free, confidential employee helpline. Available 24-7 through Health Assured</p>	 <p>Access to Wisdom app to support your mental health</p>
 <p>Up to 10% off all Pure Gyms</p>	 <p>up to the value of £2,000. cyclescheme.co.uk</p>
 <p>Up to 2 days paid emergency time off for dependants</p>	 <p>Generous public sector pension schemes for all staff</p>
 <p>Timetabled instructional coaching for all teachers</p>	 <p>Family friendly policies and flexible working opportunities</p>



Our Trust Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Thank you for your interest in working with us

