



**KERESLEY
NEWLAND**
PRIMARY ACADEMY

Bilingual Teaching Assistant (Urdu)

Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Nicola Penlington

Head Teacher



Keresley Newland Primary Academy is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



▼ Job Details

JOB TITLE	BILINGUAL TEACHING ASSISTANT (URDU)
OPPORTUNITY	<p>A great opportunity has become available at Keresley Newland Primary School for an excellent bilingual teaching assistant to liaise with Urdu-speaking families, ensuring clear and effective communication around complex needs in order to support the Headteacher and SENCo.</p> <p>To support and contribute to the education and development of a named pupil, within a classroom by providing appropriate opportunities, care and supervision, ensuring that the pupil is able to safely access all aspects of school life, and is able to achieve their full potential during their time at Keresley Newland.</p> <p>In the absence of the named pupil, to work with teachers to support and enhance the teaching and learning of small groups/individual pupils and ensure pupils make progress in line with their targets.</p> <p>Provide dual language support for Urdu speaking children to help them to understand their complex needs.</p>
REPORTING TO	Headteacher
LOCATION	Based at Keresley Primary Academy with a requirement to travel to work at or for schools in the Trust.
SALARY	<p>Grade 3 £25,430 - £26,661 per annum (Full Time Equivalent) £20,875 - £21,885 per annum (Pro-Rata)</p> <p>35 Hours Per Week / 39 weeks per annum</p> <p>Working pattern to be agreed</p>
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"> - Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements <p>www.thefuturetrust.org.uk/why-work-for-the-futures-trust</p>



Job Description

Job Purpose:

To liaise with Urdu-speaking families, ensuring clear and effective communication around complex needs in order to support the Headteacher and SENCo. To support and contribute to the education and development of a named pupil, within a classroom by providing appropriate opportunities, care and supervision, ensuring that the pupil is able to safely access all aspects of school life, and is able to achieve their full potential during their time at KN. In the absence of the named pupil, to work with teachers to support and enhance the teaching and learning of small groups/individual pupils and ensure pupils make progress in line with their targets. Provide dual language support for Urdu speaking children to help them to understand their complex needs.

Duties and responsibilities:

- Attend to the pupil's personal needs, and implement related personal programs, including social, health, physical, hygiene, medication, first aid and welfare matters, as appropriate
- Deliver pastoral and learning support
- Supervise and provide particular support for pupils, including those with SEND, ensuring their safety and access to learning activities
- Use specialist (curricular/learning) skills/training/experience to support the pupil
- Assist with the development and implementation of Inclusion Plans / EHCPs
- Establish constructive relationships with pupils, act as a role model, set high expectations and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Support individuals /groups of children and take responsibility for their learning and actions
- Encourage pupils to interact and work co-operatively with others and engage pupils in activities
- Provide appropriate feedback to pupils in relation to progress and achievement, appropriate for their age and stage.
- Attend training and CPD
- Support safeguarding within the school



Duties and Responsibilities Continued:

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Teaching Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the school and the values of the Trust.



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English, Maths and Science at Grade C / grade 4 or above or equivalent • Educated to Advanced Level / NVQ Level 3 or equivalent 	<ul style="list-style-type: none"> • A level 3 or 4 qualification of specific relevance to role • Experience of working with a pupil with an EHCP 	Application Form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Speak Urdu fluently and understand cultural needs of the family, and support them effectively • To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact and engage in activities led by the teacher • To provide bespoke support for pupils with SEND to access learning • To work collaboratively with school staff, including the SENDCO, Class Teachers and Teaching Assistants, ensuring strategies are implemented, monitored and reviewed • To work in partnership with the appropriate professionals to plan effectively and monitor progress for pupils with SEND, including contribution to Personal Education Plans and Educational Health Care Plans (EHCP) • Assist with supervision of pupils, including during lunch and break as required in line with school procedures and arrangements, providing detailed feedback as appropriate 		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	<ul style="list-style-type: none"> A minimum of 1 year’s classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work. 	<ul style="list-style-type: none"> Working to support classes in a primary school environment 	Application Form Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Knowledge of the different ways pupils learn. Understanding of the needs and characteristics of young people. Understanding of the roles played by various adults in the education of young people. 	<ul style="list-style-type: none"> Basic knowledge of the nature of work undertaken by a primary school. 	Application Form Interview Test
OTHER REQUIREMENTS	<ul style="list-style-type: none"> A professional role model who is committed to their own professional development and to developing others Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It’s about Learning, No Barriers. Values diversity and the unique contribution that every individual makes to the learning community Demonstrates professionalism, loyalty and integrity Able to work flexibly, and to attend meetings and INSET days as required 		Application Form Interview



How to apply

Closing date:

19th June 2026

Interviews:

To Be Confirmed

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:
tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturetrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturetrust.org.uk/work-with-us/recruitment-pack

- Keresley Newland Primary Academy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.