



**GREENSHAW**  
LEARNING TRUST



**JOHN MADEJSKI**  
ACADEMY

**Casual Teaching  
Assisatnt  
Recruitment Pack**

**ALWAYS  
LEARNING**

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Dear Candidate

Thank you for your interest in the role of Teaching Assistant at John Madejski Academy.

This is a unique and exciting opportunity for an inspirational and aspirational individual to join John Madejski Academy and further contribute to the life chances of our young people in the school, and across the Trust.

The School is on a rapid trajectory of improvement that will be sustained over many years, it is a chance to be part of something very special. It will support career development and equip you for further development opportunities within the School and within our Trust. We are based in Reading in Berkshire, a culturally rich and bustling area of the country providing good access to Oxford and London. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key. This school will be one of the best schools in the country in the near future, and this is an incredible opportunity to join us on the start of our improvement journey.

John Madejski Academy joined the Greenshaw Learning Trust on 1st January 2025. We are proud to be one of the newest members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and be kind and we believe that there is no ceiling on what children can achieve in the right conditions.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty seven schools: eleven in South London, seven in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

John Madejski Academy is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure. The school website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Jonathan Heap  
Headteacher

## Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,700 people and educates over 24,000 students. Further information about our schools can be found [here](#).



## The Greenshaw Learning Trust Mission Statement

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

## Terms and Conditions

<b>Line Managed by:</b>	SEND
<b>Contract:</b>	Casual, Fixed term until 31st August 2025.
<b>Salary:</b>	Salary calculated in line with NJC pay scale, points 4-7 (£12.65 per hour + £1.53 per hour holiday pay - £13.26 per hour + £1.60 per hour holiday pay)  (starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)
<b>Hours of Work:</b>	0 hour contract, anticipated 2-3 hours per week to support with additional capacity in summer term
<b>Place of Work:</b>	John Madejski Academy, Reading
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report
<b>Superannuation:</b>	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a>
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

## Job Description

### Main Duties / Responsibilities:

- To assess, manage and deliver pastoral and learning support
- To work alongside teachers in the classroom to deliver learning to support the academic achievement of all pupils
- To support students during transition periods
- To provide feedback to pupils, the SENDCo and the class teachers
- To assist the teacher with preparing materials for the class and assist at the end of lessons, always ensuring to maintain a safe working environment
- To support the students to understand instructions and develop independent learning skills
- To work in line with the behaviour for learning policy
- To support students with their social, emotional wellbeing and reporting concerns where appropriate
- To assist in responding to low level safeguarding concerns
- To support the SENDCo in the identification of the needs of students on the SEN register
- To record basic student data
- To assist with break and lunch time supervision as required
- To assist with extra-curricular clubs, sometimes out of the normal hours
- To complete required training
- To follow all Health & Safety, safeguarding and GDPR requirements
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
- To carry out tasks as reasonably required by the Headteacher.

### General:

- To participate in school initiatives where every person is expected to contribute to the learner's progress.
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties may be reasonably allocated by your line manager or Headteacher.

### Key Contacts:

- Daily involvement with teaching staff, support staff and students.
- Contact with parents/carers, visitors and external agencies.

### Other Job Requirements:

#### Dimensions:

- There will be significant 'pressure' points at certain times of the year.
- The role involves considerable personal interaction with staff, students, and occasionally parents.
- Personal ICT capability is essential.

- Considerable accuracy and attention to detail is required.

**Supervision:**

- The post holder is responsible to the Headteacher, Senior Leadership Team and SENDCo.
- Limited supervision of day-to-day activities.

**Problems and Decisions:**

- Applying specialist skills and knowledge and demonstrating a high level of initiative, in seeking to resolve relevant queries/problems which may arise. Decisions will be regularly required regarding points of referral for issues which may arise.

*The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.*



## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:</b>		
	<ul style="list-style-type: none"> <li>At least five GCSE's or equivalent which must include at least a Grade C/Grade 4 in Maths and English.</li> <li>Record of Continuing Professional Development.</li> </ul>	<ul style="list-style-type: none"> <li>A good standard of A Level education (or equivalent).</li> </ul>
<b>Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:</b>		
	<ul style="list-style-type: none"> <li>Experience of working with young people.</li> <li>Strong verbal and written communication skills and an ability to use these to have a positive input on student learning in the classroom and in small groups/one to one.</li> <li>Ability to carry out allocated tasks under the supervision of the SENDCo.</li> <li>Ability to empathise and move students forward in their learning.</li> <li>Ability to build good relationships with students and to support good behaviour in and beyond the classroom.</li> <li>Ability to develop one to one relationships with students with particular learning needs.</li> <li>Ability to work within set guidelines and respond to unexpected circumstances.</li> <li>Ability to cope with exposure to emotionally demanding situations.</li> <li>Ability to prioritise workloads and have excellent time management and organisational skills.</li> <li>Ability to monitor, control and keep records according to the requirements of the School.</li> <li>Ability to identify and resolve issues.</li> <li>Work in an organised way with meticulous attention to detail.</li> <li>Resilient, with the ability to deliver a complex and demanding workload.</li> <li>Effective communication and presentation skills – orally and in writing.</li> <li>Ability to establish positive relationships and work collaboratively as part of a team.</li> <li>Ability to maintain a positive and professional demeanour.</li> <li>Demonstrate good interpersonal skills including being able to influence, negotiate and deal with conflict.</li> <li>Ability to demonstrate understanding of safeguarding and equal opportunities.</li> </ul>	

<ul style="list-style-type: none"> <li>• Ability to deal with confidential information appropriately.</li> </ul>	
<p><b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:</p>	
<ul style="list-style-type: none"> <li>• Knowledge of the education sector.</li> <li>• Knowledge of SEND policies and procedures.</li> <li>• Knowledge of safeguarding processes.</li> <li>• Experience of working with vulnerable young people.</li> <li>• Experience of working in a school environment.</li> <li>• Be self-starting and able to work on your own initiative and accept accountability.</li> <li>• The ability to remain calm.</li> <li>• A willingness to go the extra mile.</li> <li>• An ability to adapt quickly to changes.</li> <li>• An ability to follow instructions and respond to management direction.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of wider educational contemporary issues.</li> <li>• A First Aid certificate or willingness to train as a first aider.</li> </ul>

## The Recruitment Process

### 1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 11.59pm on **28th April 2025**. Applications received after this date will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on **w/c 28th April 2025**. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

### 3. Interview Process

Interviews will be held on **w/c 28th April or w/c 5th May 2025**. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information, please contact [amay@johnmadejskiacademy.org](mailto:amay@johnmadejskiacademy.org).

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.