



**Wren  
Finchley**

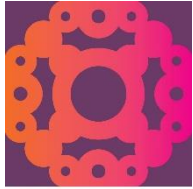
# **Secondary Teaching Assistant Wren Academy Finchley**

Interviews: As applications are received

Start date: As soon as possible



**Do justice, love kindness, walk humbly with your God: Micah 6v8**



**Wren  
Finchley**

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Wren Academy Finchley

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Email: [firstcontact@wrenacademy.org](mailto:firstcontact@wrenacademy.org)

Web: [wrenacademy.org](http://wrenacademy.org)

Secondary Principal: John Keohane

Primary Headteacher: Louisa Taylor

May 2023

Dear Colleague

### Wren Academy Finchley – Secondary Teaching Assistant

Thank you for your interest in this post at Wren Academy.

The information given in the documentation here and more general information elsewhere on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Maria Bigg on 020 8492 6000.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4 using 12 point Arial font should be sent by email [wrenhr@wrenacademy.org](mailto:wrenhr@wrenacademy.org) alternatively a hard copy of your application can be posted to the address above. All applications will be considered as they are received.

Finally, thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to meeting you if you are selected for interview.

Yours sincerely

**John Keohane**  
Secondary Principal

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.



**Wren  
Finchley**

## **Secondary Teaching Assistant**

**Salary £20,310 - £21,323 per annum. NJC Scale Points 3 – 6**

**Paid for working 39 Weeks of the Year, 36 hours per week  
(flexible working hours considered)**

**Start date: As soon as possible**

An exciting opportunity has arisen to work as part of a welcoming, talented and highly motivated team at Wren Academy. We require a Secondary Teaching Assistant who will support the learning needs of students who require assistance in accessing the curriculum or who need additional challenge in order to extend their learning.

Located in the London Borough of Barnet, Wren Academy is sponsored by the Church of England and Berkhamsted School. The Academy has developed a strong reputation for outstanding teaching and learning, as demonstrated by our Progress 8 figure, which places us in the top 100 schools nationally. We are an all-through school with an established Sixth Form and a primary phase which opened in 2015. The engaging curriculum, and state of the art buildings have contributed to the academy's notable success.

The detailed job description, additional information about the Academy and the post and the application form are available to download from our website:  
[www.wrenacademy.org/recruitment](http://www.wrenacademy.org/recruitment)

Please note that we require the Wren Academy application form to be completed before we are able to consider your application. We do not accept CV's.  
We wish to appoint a colleague to this role who has:

- Excellent interpersonal skills
- The ability to work effectively as part of a team
- Good organisational skills
- Experience of supporting students with a range of individual needs

For an application pack, please see our website: [Recruitment - Welcome to Wren Academy Finchley](#)

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# **WREN ACADEMIES TRUST**

## **Wren Academy Finchley**

### **Job Description – Secondary Teaching Assistant**

#### **Job Purpose**

To support the Academy's provision for students with individual learning needs.

#### **Liaising with**

Individual Needs Team, teaching staff, student services staff.

#### **Working Time**

36 hours per week, 39 weeks per year. The post is for term time only.

#### **Contract Type**

Permanent

#### **Duties**

- To support the learning needs of students who require assistance in accessing the curriculum or who need additional challenge in order to extend their learning.
- To work with students in classroom, small group and one to one scenarios.
- To carry out administration in the Individual Needs department as directed by the Head of Department. This will include the drafting of Personal Learning Plans.
- To administer spelling and reading tests and other assessments and to invigilate in examinations as directed by the Head of Department.
- To liaise with the educational psychologist, external agencies and teaching staff regarding programmes for individual children.
- To support students in their work with outside agencies (e.g. during visits from the speech therapist).
- To carry out behavioural programmes as directed by the Head of Department.
- To maintain records of work done by individual students and report to the Head of Department on progress in line with Academy systems.
- To play a full part in the activities of the Individual Needs department and attend meetings needed to review students' progress as required.
- To liaise with parents as appropriate.
- To take part in the Academy's staff duty rota.
- To take part in the Academy's enrichment programme.
- To assist in the organisation of teaching resources and display materials.

## **Professional Behaviour**

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and to follow the Academy's dress code and code of conduct.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach and to be prepared for the unusual.

## **Assessment**

- To continue personal development as agreed in performance management.
- To engage actively in the performance review process.
- To address the performance management targets set by the line manager.
- To oversee staff performance management and training and to maintain training records.

## **Other Specific Duties**

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements as a Church School.
- To have a record of excellent health, attendance and punctuality.

**This Job Description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.**

May 2023

# **WREN ACADEMIES TRUST**

## **Wren Academy Finchley**

### **Person Specification – Secondary Teaching Assistant**

#### **Professional Skills and Experience**

1. Possess experience in a similar role in schools or a demonstrable aptitude for the position.
2. Be a conscientious and dedicated professional with a commitment to ensuring educational opportunity for all.
3. Show evidence of, or willingness for, continuing professional development.
4. Have an understanding of the structure of the secondary school curriculum.
5. Be well organised and an effective time manager.
6. Possess the ability to work with a wide range of young people exhibiting differing learning and emotional needs.
7. Have an interest or experience of working with students who have specific learning needs such as Autism, ASC or Dyslexia.

#### **People, Relationships and Communications**

1. Be committed to maintaining a distinctive and inclusive Christian vision in the Academy.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Be part of a whole Academy team which seeks and develops a variety of opportunities to support and work with students.
4. Have qualities which earn the trust and respect of students, staff, parents and governors.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess good written and verbal communication skills.
7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.
8. Appreciate the balance between academic and social development of young people, needed to create an outstanding school.

## **Selection Process Details**

### **Application deadline**

Applications will be considered as they are received.

### **Completing your application**

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria set out in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application and supporting statement should be emailed to [wrenhr@wrenacademy.org](mailto:wrenhr@wrenacademy.org). CVs will not be accepted.

### **Selection process**

The selection process will consist of a combination of tasks, activities, lesson observations, presentations and interview. Further details will be provided to the candidates shortlisted for interview.

### **References**

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that your referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

### **Safeguarding children**

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

May 2023