



Senior Teaching Assistant

Applicant Information Pack

June 2025

Headteacher's Welcome

Thank you for your interest in working at Q3 Academy Great Barr.

Whether you are beginning your teaching journey or looking for the next post in your career, we all know being a teacher is a demanding job that requires passion and energy. If you have a genuine interest in helping young people learn and develop, then our students will pay you back in spades. The passage below, from our website, sets out our philosophy and the following pages will give you some flavour of how we go about our work. Please feel free to contact us for an informal chat or visit. I look forward to meeting you.

Mr Chris Bury, Headteacher

Our educational philosophy is simple. First and foremost, we want every child to feel happy and excited about coming to the Academy. Only when each child feels secure and comfortable can we challenge them to grow and learn together. We want our students to return home telling their families of the memorable exciting learning experiences they have enjoyed. Experiences that make it easier to recall the detail necessary for exam success and experiences that develop their character as much as their academic potential.

Our passion is helping young people to flourish and become confident capable adults ready for the world ahead.

This passion creates a genuine warmth that supports every member of our community. Our traditional family values and Trust ethos, 'Life to the full in pursuit of what is good, right, and true' helps to keep the academic and well-being of every child sharply in focus and drives our ambition for continual improvement.

Only if our staff can say that what we provide is good enough for their own children is it good enough for yours and I'm proud to say this commitment to care, coupled with high academic ambition is helping all our young people to succeed.



About our Academy



An exciting Job Opportunity has arisen at Q3 Academy Great Barr!

Q3 Academy Great Barr is seeking a motivated and dedicated individual to join our team. This is the perfect time to become part of our team under the leadership of our new Headteacher.

As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.



Why work here?

- ✓ Join an incredible team of friendly and supportive staff
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break and three 'buy back' days of extra summer holiday as thanks for contributing to the wider life of the Academy
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to Simply Health benefits, supporting your optical and dental care needs and including a free annual flu vaccination
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through Eden Red, including a cycle to work and discounted electric car scheme



Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

Job Description

Job Title:	Senior Teaching Assistant
Line Manager:	SENDCo/Assistant SENDCo
Grade:	Grade 5 (SCP 9 - 17) Term Time + 1 Week

Main purpose

The Senior Teaching Assistant will support other staff (particularly the SENDCo) in ensuring students with additional needs have barriers to learning removed. They will do this by:

- Providing exceptional in class/out of class support to students in their care
- Have excellent relationships with students
- Ensure that they adapt the curriculum so that students with additional needs have full access to the curriculum
- Leading timetabled intervention that has an impact on students learning and achievement.

Duties and responsibilities

Support to Teacher

- Provide structured support in accordance with specific work programmes/Schemes of Work/Medium Term Plans designed and supervise students.
- Support the SENDCo in the development and implementation of Individual Learning Plans/Tier Plans.
- Assist in maintaining classroom discipline through the implementation of the academy's behaviour management strategies.
- Provide support to students to achieve learning goals, outlined in Learning Plans/Key Working/EHCPs.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Undertake appropriate basic admin tasks.
- To provide absence cover if required.
- Liaise effectively with other colleagues.

Support to Students

- Accompany teaching staff and students on visits, trips and out of academy activities as required.
- Encourage students to interact with others and engage in activities in/out of the classroom.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.

- To act as a Key Worker for the student and be responsible for setting and monitoring weekly targets.
- Ensure regular communication is made with parents/carers.
- Provide universal support to students ensuring their safety, by complying with good H&S practice.
- Update Provision Maps to ensure that students' provisions are clear and costed effectively.
- Support students to improve their achievement.
- Provide welfare support to students (as required, for example eating/personal care).

Support to Curriculum

- Assist the teacher in the preparation and development of agreed curriculum activities/materials.
- Provide support in literacy/numeracy/SEN strategies
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Adapt the curriculum to meet the needs of individual students.
- Plan and deliver targeted and planned interventions as directed by the SENDCo and report back on their impact.
- Assess the students progress in their intervention and analyse the data.
- Support relevant clubs and activities e.g. Homework Club/Breakfast Club.
- Train other staff on how to deliver effective interventions.
- Have the responsibility for an intervention area for example literacy
- Liaise with the linked Curriculum Leader to develop the scheme of work that students will follow

Support to Academy (this list is not exhaustive)

- Promote and safeguard the welfare of children and young persons you are responsible for or encounter.
- Support the development of Teaching Assistants within the department by coaching and mentoring.
- Participate in relevant CPD.
- Organise paperwork and information for the Annual Review process.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Complete reports and support the academy reporting process.
- Ensure all students have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/carers, education and health staff and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the academy.
- Attend relevant meetings as required.
- Participate in academy life to support the overall effectiveness of the academy.

- Participate in training and other learning activities and performance development as required.
- Plan and deliver meetings or 1:1 sessions with staff.
- Participate in your own Professional Growth and complete Professional Growth meetings with other staff as directed.
- Share and exchange student information within the academy to relevant staff.
- Assist with the supervision of students out of lesson times, including before and after academy and at lunchtimes.
- Complete risk assessments or key paperwork as required.

This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate to the grade.

The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.

Please note the specific requirements are below. These will be reviewed annually to meet the business needs of the academy.

Post 1 - Literacy Lead	Post 2 - Numeracy Lead	Post 3 - Communication Lead
Linked CL - English	Linked CL - Mathematics	Linked CL – Mercian SALT



Senior Teaching Assistant Person Specification

	Essential	Desirable	Assessed
Qualifications			
English and Maths GCSE (C or above/ Grade 4 or above)	✓		A
Relevant qualification in supporting learning/SEND and/or Education		✓	A
Experience			
Evidence of working successfully with young people who have additional needs	✓		I,R
Evidence of supporting young people in a learning environment	✓		A
Experience of planning and delivering intervention groups and 1:1 coaching	✓		A
Attended courses that can aid the development of young people (for example counselling, mentoring)		✓	A
Demonstrate your ability to overcome a difficulty	✓		A
A commitment to CPD	✓		A,I
Effective record keeping	✓		O
Knowledge and Skills			
To understand young people with additional needs	✓		O
Be able to apply the academies policies effectively	✓		A,R
Promote a culture of positive behaviour of learning			
Understanding of working in a setting to educate young people	✓		A
Understand how to support a young person in and out of the classroom	✓		O
To be able to deal with parents/carers and other agencies effectively	✓		I
To enable a young person to make effective progress	✓		I,R
Understands how to effectively safeguard young people	✓		I,R
Knowledge on how to support students to raise their achievement and aspirations	✓		I
To have excellent attendance and punctuality	✓		R
Leadership			
Has ambitious standards and expectations of yourself	✓		A
Set ambitious standards for others	✓		O

Support other staff achieve their objectives		✓	I
Have excellent curriculum knowledge and understanding	✓		
Excellent knowledge and understanding of SEND	✓		
Supervise students effectively	✓		
Is a motivator of others	✓		O
Can inspire young people embody the qualities of the academy ethos and values		✓	I
Is an effective team player	✓		I
Has integrity and accountability	✓		I,R
Has excellent intra/interpersonal skills	✓		I
Does not shy away from a challenge		✓	I,R
Experience in holding others to account		✓	I
The ability to organise, prioritise and delegate		✓	I
A commitment to raising standards for all students	✓		A
Supporting Teaching and Learning			
Excellent Literacy and Numeracy skills	✓		A
Strong communicator	✓		A
Can work with young people in a range of settings	✓		I
Can form outstanding relationships with young people	✓		O
Can adapt lessons/interventions to suit the needs of all young people	✓		O
The ability to work with students as part of a whole class or small group	✓		O
Promote independence of students	✓		O
Demonstrate the use of initiative	✓		I
Understand and implement different teaching methods		✓	O
Has excellent time management and organisational skills	✓		I
Strives to drive achievement and standards	✓		I,R
Is resilient and possess an excellent sense of humour		✓	I
Will embed the academy ethos into all aspects of academy life	✓		R
Is proficient in the use of ICT	✓		A

A = Application Form, I = Interview, R = Reference, O = Observation

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How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

Key dates

Deadline for applications	Sunday 29 th June 2025 – 11:59pm
Interviews	Week Commencing Monday 30 th June 2025

Visiting the Academy

If you would like to arrange a visit before you apply, please contact Mrs Drummond, c.drummond@gbr.merciantrust.org.uk

