APPLICANT PACK

Harris Academy Wimbledon



Teaching Assistant

Grade 3 Inner London Pay Scale+Performance and Loyalty Bonus+Pension Scheme(LGPS) + Harris Wellbeing Cash Plan + Additional Benefits

Start date: January 2027

37.5 hours per week
Term-time only

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 020 3962 4300 or info@harriswimbledon.org.uk

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

Dear Applicant,

We are an 'Outstanding' (Ofsted 2023) secondary academy, established in 2018 to provide an excellent education for children in Wimbledon.

Two years after opening, we moved into our brand-new building which is modern, bright and equipped with state-of-the-art facilities in every area of the curriculum. We are oversubscribed and fortunate to have an amazing level of support from the community with waiting lists for entry into every year group of our academy.

Our academy is an exceptional place to learn, providing an ambitious but happy and inclusive environment. We have high expectations of our students of all starting points and abilities. We know that our students will leave us academically successful, but we also want them to be well-rounded individuals with a highly developed social conscience, ready to lead in their communities and beyond. Our motto is '*make a difference'* and our students and staff give nothing except their very best in pursuit of making a difference to their lives and the lives of others around them.

Three words are crucial to how we guide students to be able to 'make a difference': independence, integrity and resilience.

Independence means we support students to develop their skills and attributes, so they have everything they need to succeed. We set challenging targets and raise aspirations so every single one of our students reaches their potential.

Integrity means staff and students must be fair and truthful and have the courage to take the right action in every situation, even when no-one is looking.

Resilience means we give students the tools to recover from difficulties. We show students how taking risks and making mistakes is all part of the learning journey. We also show students how hard work brings success, and support them to persevere with all challenges.

We are looking for a hardworking, ambitious and dynamic Teaching Assistant to join Harris Academy Wimbledon at this exciting time.

There is a great deal of collaborative working and sharing of good ideas about what works within secondary academies at Harris. The successful candidate will be joining a friendly and outward looking group where professional development and progression opportunities are second to none.

I look forward to receiving your application.



Yours sincerely,

Joanne Larizadeh

Joanne Larizadeh
Principal

Job Description

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Main Areas of Responsibility

1) **Main Duties**

- To be responsible for a small group of students who are on the reading recovery programme to improve their reading ages.
- To support in the school library as and when needed.
- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- To encourage students to interact with others and engage in activities led by the teacher.
- To set challenging and demanding expectations, promoting self-esteem and independence. To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- To undertake student record keeping as requested.
- To attend relevant meetings as required.
- To accompany teaching staff and students on visits, trips and off-site activities as required.

2) **Support for the Academy**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the academy.
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others. Be responsible for the provision of out of school learning activities within guidelines established by the academy.
- Manage other teaching assistants and undertake recruitment, induction, appraisal, training and mentoring for other learning support assistants if required.
- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.
- Offer mentoring support and guidance for older students undertaking work experience activities within secondary schools.
- Support and guide other less experienced learning support assistants' work in the classroom when required and lead training for other learning support assistants.

Job Description

3) **Other Specific Duties**

- To lead homework club ensuring letters are sent home to parents, students are focused and engaged and complete homework.
- To work with other members of the support team to ensure homework club is supervised after school until 4.30pm.
- To be a role model for the students of the academy.
- Under the direction of the Academy Leadership Group, undertake such other tasks that may be required to further the efficient running of the academy, commensurate with the level of the post holder.
- To participate in academy trips/visits when requested.
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.

Academy Ethos

- To undertake whole Academy duties as outlined in responsibilities agreed each year.
- To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- To support and attend academy events such as open evening.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all Academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Job Description

Harris Academy Wimbledon

Disclaimer

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- Equal Opportunities
- Health and Safety
- General Data Protection Regulations (2018)
- Safeguarding children

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful candidates will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.



Person Specification

Attributes	Description	Desirable
Experience	• Experience working with children of relevant age • Experience of working with students with additional needs • Experience of delivering literacy and reading/writing recovery programmes • Understanding of the school curriculum. • Ability to assess progress and performance. • Understand and support the importance of physical and emotional wellbeing. • Ability to maintain intervention records.	
Qualifications and Training	• GCSE Grade C or above in English and Maths. • Good working knowledge of ICT.	Degree or equivalent
Knowledge and Skills	• Proven, successful experience in accelerating progress for groups of pupils against agreed outcomes • Proven ability to plan using specialist knowledge, successful learning opportunities for small groups of children. • Ability to assess children's progress in line with school policy and procedure (e.g. marking & feedback, monitoring and evaluation) • Positively and effectively manage behaviour in line with school policy and procedure • Ability to use clear language to communicate information unambiguously • Ability to write detailed reports, letters • Good organisational skills • Ability to remain calm under pressure • Ability to support the work of children and move their learning on • Ability to manage own time effectively • Demonstrate creativity and an ability to resolve routine problems independently • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults • Ability to work effectively with a range of adults • Know when, how and with whom to share information • Ability to critically evaluate own performance	Knowledge of SEND systems



An exceptional place to learn and teach

Harris Academy Wimbledon

- 'Outstanding' (Ofsted 2023) secondary academy
- Brand-new building with state-of-the-art facilities
- Oversubscribed with waiting lists for entry into every year group
- We value our exceptionally dedicated and talented staff whose hard work enables our students to leave us academically successful, and as well-rounded individuals
- Our motto is '**make a difference**' and our students and staff give nothing except their very best in pursuit of making a difference to their lives and the lives of others around them

A dynamic, inclusive and supportive team

Harris Academy Wimbledon is the perfect place to kickstart your teaching career or build on your expertise and progress into leadership. We offer a unique and dynamic teacher-centred approach to professional development comprised of five pathways:

1 Instructional Coaching	2 Professional Development	3 Beginner Teacher Training	4 Subject-specific CPD	5 Formal Accreditation
Weekly Peer-to-peer coaching for all teachers	**Bi-weekly** From 'expert coaches' and external providers	**Weekly** Instructional coaching & Federation CPD	**Weekly** Responsive to department priorities	**Ongoing** NPQs, Diverse Leaders Programme, part-funded masters

At HAWI we really take care of our staff



Performance & loyalty bonus



£1.5K HAWI allowance



Competitive pension



Cycle to work scheme



Interest-free ICT loan



Gym & leisure discounts



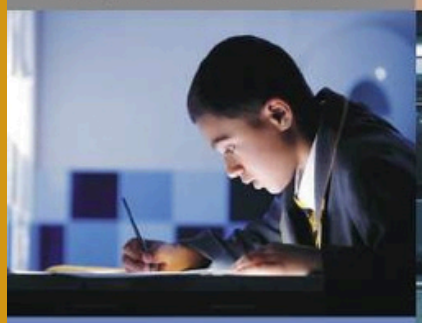
Comprehensive induction



Free counselling & advice



Flexible working



Priority admissions for children of HAWI staff



Interest-free season ticket loan



Sports and social activities

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on

0203 962 4300 or info@harriswimbledon.org.uk

Thank you for your interest inour school. We look forward to receiving your application.

If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk

