



Teaching Assistant Applicant Information Pack

November 2025

Headteacher's welcome

Welcome to Q3 Academy Great Barr

Thank you for considering Q3 Academy Great Barr as the next step in your professional journey. We are proud to be a vibrant, inclusive community where every member is valued, and every student is empowered to thrive.

At the heart of our Academy lies a clear and compelling mission: to be the most inclusive, best-performing school in our local area. This ambition is not just a statement—it is a daily commitment that shapes our culture, our curriculum, and our relationships.

We live this mission through our core values of CARE:



Community – *We are stronger together. We foster a sense of belonging where every voice is heard and every individual is respected*



Ambition – *We set high expectations for ourselves and our students, striving for excellence in all that we do*



Respect – *We treat one another with dignity and kindness, creating a culture of mutual trust and understanding*



Excellence – *We pursue the highest standards in teaching, learning, and leadership, always seeking to improve and innovate*

These values are not just words—they are the principles that guide our decisions, shape our relationships, and define our school culture.

If you are passionate about education, committed to inclusion, and eager to make a meaningful impact, we warmly invite you to join us. At Q3 Academy Great Barr, your talents will be valued, your growth will be supported, and your work will help shape the future.

Mr Chris Bury
Headteacher



About our School



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
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to UK Healthcare 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 an online platform, including a cycle to work 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

Title:	Teaching Assistant
Reports to:	SENDCo/Assistant SENDCo
Grade:	Grade 3 (SCP 4 – 6) Term Time +1 week
Salary:	£18,910 - £19,514* (Actual salary) *Pay Award Pending

Main purpose

The Teaching Assistant will support other staff (particularly the classroom teacher) 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.

Duties and responsibilities

Support to Teacher

- Provide structured support in accordance with specific work programmes/Schemes of Work/Medium Term Plans designed and supervised by individual teachers.
- Support the SENDCo in the development and implementation of Individual Learning Plans/Tier Plans.
- Assist in maintaining classroom discipline through the implementation of the school'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.

Support to Students

- Accompany teaching staff and students on visits, trips and out of school 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 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.
- Deliver targeted and planned interventions as directed by the SENDCo.
- Support relevant clubs and activities e.g. Homework Club/Breakfast Club.

Support to School (this list is not exhaustive)

- Promote and safeguard the welfare of children and young persons you are responsible for or encounter.
- 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.
- 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 school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- Lead small group interventions/EHCP interventions as directed by the SENDCo.

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

Person Specification

	Essential	Desirable	Assessed
Qualifications			
English and Maths GCSE (C or above/ Grade 4 or above)	✓		A
Relevant qualification in supporting learning		✓	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
Attended courses that can aid the development of young people (for example counselling, mentoring)		✓	A
Demonstrate your ability to overcome a difficulty	✓		A
Knowledge and Skills			
To understand young people with additional needs	✓		O
Be able to apply the schools policies effectively	✓		A,R
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
Leadership			
Has ambitious standards and expectations of yourself	✓		A
Set ambitious standards for others	✓		O
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

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 to suit the needs of all young people	✓		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 school ethos into all aspects of school life	✓		R
Is proficient in the use of ICT	✓		A
Values and Attributes			
Commitment to our values of Community, Ambition, Respect, and Excellence	✓		I, R
Commitment to the wellbeing of all students	✓		I, R
Professionalism and confidentiality	✓		I, R
Flexibility and adaptability	✓		I, R
Positive and inclusive approach	✓		I, R
Commitment to equity, diversity, inclusion, and belonging	✓		I, R
Exceptional customer service orientation	✓		I, R
Ability to serve as a role model through professional conduct	✓		I, R

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 16th November 2025
Interview date	Thursday 20th November 2025

Visiting the Academy

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

