



**Acorn**  
Education Trust



# Teaching Assistant

Clarendon Academy

# Welcome from Sara Edwards

*Acorn Education Trust CEO*

**Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.**

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 21 settings: 16 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

*Sara Edwards*

# About Clarendon Academy

*Respect, determination and excellence*

Clarendon Academy is a thriving co-educational, non-denominational secondary school and sixth form, educating young people between the ages of 11 and 18 years. Located in the bustling town of Trowbridge, Wiltshire, our school has a strong reputation in the local community, and beyond, for being a school with high standards of teaching and learning.

We pride ourselves on being a centre of excellence and a place where young, enthusiastic children enter in Year 7 and leave us at the end of Year 13 as fully rounded young adults. Our staff aim for every lesson, every day, to be exceptional. To support this, we ensure that all staff receive regular training so they can continue to develop their craft. Our curriculum is enhanced by the strong pastoral support offered by all staff. We care deeply about our students and work tirelessly to ensure they feel that they belong and can achieve their dreams.

In June 2023 we retained our 'Good' Ofsted rating and were praised for our high-quality, well sequenced curriculum and for our staff, who not only have good subject knowledge but also know our pupils exceptionally well.

In 2018 we joined Acorn Education Trust, which has provided exciting opportunities to improve local education and draw on collective experience. We work closely with other schools within the Trust and the central team to help us continue to grow from strength to strength.

We look forward to welcoming you to our school.

Craig Turze  
*Headteacher*

For more information, please visit our website: [www.clarendonacademy.com](http://www.clarendonacademy.com)

# Job description

<b>Job title</b>	Teaching Assistant (TA)
<b>Reporting to</b>	Class Teacher/Headteacher

## Main purpose

The Teaching Assistant will:

- Work with Class Teachers to raise the learning and attainment of pupils;
- Promote pupils' independence, self-esteem and social inclusion;
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

## Duties and responsibilities

### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the Teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND);
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities;
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning;
- Use effective behaviour management strategies consistently in line with the school's policy and procedures;
- Support Class Teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment;
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment;
- Observe pupil performance and pass observations on to the Class Teacher;
- Supervise a class if the Teacher is temporarily unavailable;
- Use ICT skills to advance pupils' learning;
- Undertake any other relevant duties given by the Class Teacher.

### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role;
- Read and understand lesson plans shared prior to lessons, if available;
- Prepare the classroom for lessons.

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## Job description continued

### Duties and responsibilities cont.

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#### Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the Class Teacher;
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision;
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers;
- With the Class Teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with;
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Develop effective professional relationships with colleagues.

#### Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy;
- Look after children who are upset or have had accidents.

#### Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school;
- Take part in the school's appraisal procedures.

#### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies;
- Promote the safeguarding of all pupils in the school.

*Please note: This Job Description may be amended at any time in consultation with the postholder.*

# Person specification

Criteria	Essential
Qualifications and Training	<ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths;</li> <li>First-aid training, or willingness to complete it.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience working in a school environment or other educational setting;</li> <li>Experience working with children / young people;</li> <li>Experience planning and delivering learning activities.</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>Good literacy and numeracy skills;</li> <li>Good organisational skills;</li> <li>Ability to build effective working relationships with pupils and adults;</li> <li>Skills and expertise in understanding the needs of all pupils;</li> <li>Knowledge of how to help adapt and deliver support to meet individual needs;</li> <li>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils;</li> <li>Excellent verbal communication skills;</li> <li>Active listening skills;</li> <li>The ability to remain calm in stressful situations;</li> <li>Knowledge of guidance and requirements around safeguarding children;</li> <li>Good ICT skills, particularly using ICT to support learning;</li> <li>Understanding of roles and responsibilities within the classroom and whole school context.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>Enjoyment of working with children;</li> <li>Sensitivity and understanding, to help build good relationships with pupils;</li> <li>A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school;</li> <li>Commitment to maintaining confidentiality at all times;</li> <li>Commitment to safeguarding pupil's wellbeing and equality;</li> <li>Resilient, positive, forward looking and enthusiastic about making a difference;</li> <li>Capacity to inspire, motivate and challenge children and young people.</li> </ul>

The Teaching Assistant will be required to follow school policies and the staff code of conduct.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.*



## How to apply

If you would like more information about this role, please contact the school office via email at [aes@clarendonacademy.com](mailto:aes@clarendonacademy.com) or by phone on 01225 785210.

### To apply

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Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview.

Clarendon Academy, Frome Road, Trowbridge, BA14 0DJ

01225 762686

[general@clarendonacademy.com](mailto:general@clarendonacademy.com)

*Clarendon Academy, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.*