



Briefing Pack for Applicants

Teaching Assistant

November 2025

Contents

Section 1 - Post Advertisement.....	3
Section 2 - United Learning.....	5
Section 3 - Letter from the Regional Director.....	6
Section 4 - Letter from the Principal of Barnsley Academy.....	7
Section 5 - Job Description.....	8
Role Summary.....	8
Key Responsibilities.....	8
General.....	10
Information.....	10
Section 5 – Person Specification.....	11
Section 6 – The Appointment Process.....	13
Section 7 – Visitors/Contacts for Barnsley Academy.....	14

Section 1 – Post Advertisement



Job Title: Teaching Assistant
Location: Barnsley Academy, Farm Road, Barnsley, S70 3DL
Salary range: FTE £25,918 gross per annum pro rota – Actual £22,364 gross per annum
Contract: Permanent, Full-Time 37.5 hours, Monday to Friday, 39 working weeks

The vacancy:

We are seeking to appoint a diligent and proactive individual for the position of Teaching Assistant at Barnsley Academy.

We need someone with strong interpersonal skills and a proven track record in supporting young people. We are looking to recruit someone with a child centred approach and excellent people skills to support students effectively in order for them to fully participate in learning. Experience of supporting students with SEND and/or complex learning needs would be advantageous for this role.

We will consider applicants from a range of educational backgrounds, what is more important is your belief that all young people have the ability to achieve the very best.

This is an excellent opportunity to join an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Barnsley Academy is an 11-16 school. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities.

United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

Main duties will include:

- To establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations.
- To supervise and provide dedicated support for students, particularly those with SEN, ensuring their safety and access to learning activities.
- To provide feedback to students in relation to progress and achievement, under the guidance of the teacher, in line with School Policy.
- To assist the teacher with preparation of teaching and learning materials and resources.
- To undertake structured and agreed learning activities/teaching programmes, being aware of learning style and adjusting activities according to students' responses/needs.

The successful applicant will be:

- TA qualified (Level 3)
- To be both approachable and have excellent people skills.
- To be a team player.
- To have a sound knowledge of Microsoft Office packages.
- To be resilient in following the academy behaviour policy.
- A fundamental belief in the power of education to enable pupils to achieve anything they set their minds to.

We will offer you:

- Excellent facilities and resources.
- Talented, supportive and innovative staff and students.
- Training and development opportunities.
- A chance to become part of one of the largest groups of academies in the country.
- Excellent employee benefits which include an excellent pension scheme.
- 25 days annual leave in addition to bank holidays.
- Access to training through the Apprenticeship Levy.

If you possess these qualities and share the academy's vision, then we will be delighted to hear from you. Please refer to the job description and person specification for further details.

How to Apply:

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [Barnsley Academy > About Us > Vacancies](#) and complete our online application form. Please note that CVs are not accepted.

Closing Date, Shortlisting and Interviews:

The following gives an indication of the planned timescales for the appointment process (*shortlisting and interview dates may be subject to change*):

Application Closing Date	By midnight on Sunday 7 December 2025
Shortlisting	Monday, 8 December 2025
Interviews	Friday, 12 December 2025

If you would like to discuss this exciting opportunity, please contact hr@unitedlearningyorks.org.uk

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including an online check, references from current and previous employers, health, Right to Work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

Barnsley Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call 'the Best in Everyone'.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out 'the Best in Everyone'. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of four Secondary Academies: Barnsley Academy, Fir Vale Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 – Letter from the Principal of Barnsley Academy



Dear Candidate

Thank you very much for your interest in joining Barnsley Academy. I am extremely proud to call myself Principal of this wonderful school and to lead such a dedicated and highly skilled staff team.

Barnsley Academy is a thriving, inclusive secondary school at the heart of our local community. As part of United Learning, we are committed to delivering an education with character—one that nurtures academic excellence, personal development, and a strong sense of belonging. We serve a diverse student population and are proud of our inclusive ethos, high expectations, and relentless focus on ensuring every child achieves their full potential.

Barnsley Academy is a place where professional growth is supported, and every member of our team plays a vital role in shaping the future of our students and our school. Our staff are passionate, collaborative, and deeply committed to making a difference.

We are an outward-facing school, learning from outstanding schools both within the group and beyond. We are unapologetic about our high standards and unashamedly ambitious for all of our students and we are on a journey to becoming a great school with excellence as standard. As part of this journey, we have created a culture that is warm and strict, disciplined and joyful, and ensures disruption-free classrooms, so that teachers can teach and students can develop both their knowledge and character.

In addition, we are committed to staff wellbeing and have a wide-reaching wellbeing programme in place. We listen to the views of our staff team and strive to make Barnsley Academy a brilliant place to work for all, ensuring workload is considered and carefully balanced to ensure staff have the greatest possible positive impact on the young people of our school.

Location

Our academy is located close to Barnsley town centre, with excellent connections to wider transport networks. The M1 motorway is just minutes away, whilst strong rail links are in place with connections to cities like Sheffield, Leeds and Huddersfield.

If you are aligned with our mission and values, we very much look forward to hearing from you and would be delighted to welcome you for a visit should you wish to have a look round before applying for the post.

Good luck with your application and thank you again for considering Barnsley Academy as the next stage in your career.

Best wishes,

Stephen Pitcher
Principal
Barnsley Academy

Section 5 – Job Description



Job Description

Post title	Teaching Assistant
Salary	Band 2
Responsible to	SENDCo
Responsible for	There are no direct line management responsibilities associated with this role however, there are elements of supervision.
Role purpose	To provide a high level, comprehensive assistance to both students and teachers in their daily tasks and to ensure student progress.
Relevant qualifications	<ul style="list-style-type: none">• Minimum GCSE grade C or equivalent in Maths and English.• Teaching Assistant Qualification Level 3.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

To provide a high level, comprehensive assistance to both students and teachers in their daily tasks and to ensure student progress.

Key Responsibilities

Key Tasks and Activities

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Work with an allocated group of individuals who have complex needs and/or EHCPs to enable them to access learning and make progress.
- Develop and implement 1-page profiles for an agreed cohort of students.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupil consistency whilst recognising and responding to their individual needs.

- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and levels of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Liaise with the Examination Team to ensure that all Access Arrangements are complete and rooms/staffing are agreed and well managed.
- Production of lesson plans, worksheet, plans etc.
- Deliver learning activities to pupils within agreed systems of supervision/adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies e.g. Literacy, Numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use of ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils interest and language and cultural backgrounds.
- Undertake cover for absent colleagues, as appropriate.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.
- Report on the impact of SEND intervention as required.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver and manage out of academy learning activities within guidelines established by the academy.
- Contribute to the identification and execution of appropriate out of academy learning activities, which consolidate and extend work carried out in class.
- To support with specialist testing throughout the Academy.
- Manage resources within SEND.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent academies at events as appropriate.
- To support and promote academy and United Learning's ethos, playing a part in strengthening relationships between academies in the cluster and between the cluster and central office.
- To be aware of, and comply with, United Learning's policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academies and Trust.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Principal and Human Resources as required. Trade Union representatives will be welcome in any such discussions.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Teaching Assistant		
Salary	Band 2		
Education and Qualifications	Essential	Desirable	
GCSE Grade C (or equivalent) or above in English and Maths	X		
Good written and oral communication skills.	X		
Teaching Assistant Qualification Level 3	X		
Experience	Essential	Desirable	
Ability to work on own initiative and under the direction of teaching staff.	X		
Experience of working in a team.	X		
Prior experience supporting young people in an educational setting.	X		
Prior experience working in a similar position.	X		
Prior experience working with SEND students.			X
Knowledge and Skills	Essential	Desirable	
Ability to follow set systems and procedures.	X		
Good interpersonal skills and ability to work with stakeholders at all levels.	X		
Ability to communicate effectively both verbally and in writing.	X		
Ability to maintain efficient record keeping systems.	X		
Ability to be creative to respond to a fast-paced environment.	X		
Commitment to maintaining Health and Safety and the safeguarding of students and promoting the welfare of children and young people.	X		
Good word processing skills (Microsoft Word)	X		
Experience in the use of electronic communications, for example, e-mail.	X		
Understanding of the educational sector			X
Teamwork	Essential	Desirable	
Recognises the contribution and achievement of colleagues.	X		
Keeps colleagues, stakeholders and/or customers informed of progress.	X		
Treats others fairly, openly and consistently.	X		
Expresses disagreement or challenges views calmly, constructively and tactfully.	X		
Supports and co-operates with colleagues.	X		

Ability to deal tactfully and professionally with colleagues.	X	
Personal Attributes	Essential	Desirable
Maintains confidentiality and discretion	X	
Willingness to learn.	X	
Ability to demonstrate commitment to equal opportunities.	X	
Able to make connection between their work and the benefits to students.	X	
Good written and verbal communication skills.	X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X	
A pleasant disposition and ability to stay calm under pressure.	X	
Methodical approach to work tasks with key emphasis on accuracy.	X	
To have a willingness to participate in the whole school approach to mentoring students and play an active role as directed by line manager.	X	

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 8 – Visitors/Contacts for Barnsley Academy



Barnsley Academy

The best in everyone™

Part of United Learning

Barnsley Academy
Farm Road
Kendray
Barnsley
South Yorkshire
S70 3DL

Website: www.barnsley-academy.org

Email: enquiries@barnsley-academy.org

Telephone: 01226 284606

Barnsley Academy is an 11-16 secondary and is Ofsted rated 'Good'. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.