



COUNDON  
COURT

# Teaching Assistant

## Recruitment Pack





## BUILDING BRIGHTER FUTURES



Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

### Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

### Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

### Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



**4**

Primary Schools



**6**

Secondary Schools



**9000+**

Students



**1300+**

Staff



## Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

# Chris Heal

## Head Teacher



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

**We look forward to hearing from you.**



## Job Details

JOB TITLE	TEACHING ASSISTANT
OPPORTUNITY	<p>We are seeking to appoint an excellent teaching assistant. An ambitious and innovative teaching assistant will thrive in this environment and will be offered plentiful opportunity for further progression.</p> <p>As a qualified teaching assistant you will possess a passion for raising achievement in the classroom and an aptitude for overcoming barriers to learning. Dynamic and creative, you will be an excellent team player and be able to inspire others around you.</p>
REPORTING TO	Charlotte Lindsay
LOCATION	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust.
SALARY / HOURS	<p>Grade 3, Point 4-7                      £22, 075 - £23, 143 (pro-rata salary)  £25, 430 - £26, 661 (full time equivalent)</p> <p>Full Time    37 hours per week /   39 weeks per annum</p> <p>Monday to Thursday:    8.00 am - 4.00pm  Friday:                      8.00 am - 3.30pm</p>
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"> <li>- Competitive rates of pay</li> <li>- Professional development opportunities</li> <li>- Career pathways across the Trust</li> <li>- Teacher / Local Authority Pension Scheme</li> <li>- Online retail discount</li> <li>- Employee Assistance Programme</li> <li>- Family Friendly policies to support family &amp; carer commitments</li> <li>- Flexible Working Arrangements</li> </ul> <p><a href="http://www.thefuturetrust.org.uk/why-work-for-the-futures-trust">www.thefuturetrust.org.uk/why-work-for-the-futures-trust</a></p>





## Job Description

### **Job Purpose:**

To support and contribute to the education and development of students by providing appropriate opportunities, care and supervision, ensuring that students are able to safely access all aspects of School life, and is able to achieve their full potential during their time at Coundon Court School.

To work with teachers to support and enhance the teaching and learning of small groups/individual students and ensure students make progress in line with their targets.

### **Duties and responsibilities:**

- Liaise with teachers to address the needs of identified students by developing basic skills using resources to complement the learning process and strategies to encourage independent learning.
- Adapt materials to suit individual students with either specific or general learning needs.
- Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Deliver bespoke interventions to small groups.
- Liaise with teachers and other staff at the school, to obtain, exchange and record information on the individual student's progress.
- Responsible for obtaining sufficient student specific information to assist in meeting individual student needs.
- Support the role of parents/carers in student's learning and contribute to meetings with parents/carers to provide constructive feedback on student progress.
- Establish productive working relationships with students providing feedback to them in relation to progress and achievement.
- Promote student independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.



## Job Description Continued

- Support students in social and emotional well-being, reporting problems to the teacher as appropriate.
- Establish and maintain relationships with families, carers and other adults/external agencies, such as speech and language therapists.
- Ensure that pupils are able to safely use equipment and materials provided.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with group/whole class activities within and away from the classroom/school, such as educational visits.
- Attend training sessions in accordance with the requirements of the College Director.
- Undertake general duties, e.g. word processing, preparing and copying where required student assessment reports, instructions, material or documents, photocopying and filing.
- Attend and participate in relevant meetings as required.

### **Line management**

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Teaching Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



## ▼ Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> <li>GCSE English, Maths and Science at Grade C / grade 4 or above or equivalent</li> <li>Educated to Advanced Level / NVQ Level 3 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>A level 3 or 4 qualification of specific relevance to role</li> </ul>	Application Form  Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>Highly organised; can prioritise and work well under pressure.</li> <li>Able to communicate effectively both verbally and in writing with a range of audiences</li> <li>IT literate including Microsoft word, excel and outlook.</li> <li>Able to be proactive, pre-empting student needs.</li> <li>Able to understand curriculum content and make it accessible to students.</li> <li>Able to implement action plans for individual and groups of students.</li> <li>Able to adapt and modify materials and resources to make them accessible to students.</li> <li>Able to support with the implementation of the school's Behaviour Policy.</li> <li>Able to work as an effective team member and work on own initiative.</li> </ul>		Application Form Interview Test





# Person Specification Continued

SKILLS AND ABILITIES CONTINUED	<ul style="list-style-type: none"><li>• Able to maintain confidentiality and data security.</li><li>• Able to consistently produce high quality work.</li><li>• Able to deal with situations calmly and efficiently.</li></ul>		Application Form Interview Test
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## Person Specification Continued

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	<ul style="list-style-type: none"><li>• A minimum of 1 year's classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work.</li></ul>	<ul style="list-style-type: none"><li>• Working to support classes in a secondary school environment</li></ul>	Application Form  Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"><li>• Knowledge of the different ways students learn.</li><li>• Understanding of the needs and characteristics of young people.</li><li>• Understanding of the roles played by various adults in the education of young people.</li></ul>	<ul style="list-style-type: none"><li>• Basic knowledge of the nature of work undertaken by a secondary school</li></ul>	Application Form  Interview
OTHER REQUIREMENTS	<ul style="list-style-type: none"><li>• A professional role model who is committed to their own professional development and to developing others</li><li>• Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li><li>• Values diversity and the unique contribution that every individual makes to the learning community</li><li>• Able to work calmly under pressure and withstand stress</li><li>• Demonstrates professionalism, loyalty and integrity</li><li>• Able to work flexibly, and to attend meetings and INSET days as required</li></ul>		Application Form  Interview



## How to apply

**Closing date:**

**Monday 3<sup>rd</sup> November 2025**

**Interviews:**

**To Be Confirmed**

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

**tel: 02477 102134**

To apply for this post, please complete the online application form found at:

**[www.thefuturetrust.org.uk/work-with-us/current-vacancies](http://www.thefuturetrust.org.uk/work-with-us/current-vacancies)**

On application please read the following policies found at:

**[www.thefuturetrust.org.uk/work-with-us/recruitment-pack](http://www.thefuturetrust.org.uk/work-with-us/recruitment-pack)**

- Coundon Court School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.**

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.