



TEACHING ASSISTANT

RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



COUNDON COURT SCHOOL



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

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. At Coundon, we drive everything we do through our 3 core principles: Hard Work, Kindness and Respect. We are looking to expand our team of dedicated professionals who excel in their field.

Chris Heal, Principal

JOB TITLE:	TEACHING ASSISTANT
OPPORTUNITY:	<p>This is an exciting time to join Coundon Court School. The school is passionate about building futures for the young people who attend the school. We are seeking to appoint an excellent Teaching Assistant to provide appropriate learning opportunities, care and supervision, ensuring that students are able to safely access all aspects of School life and achieve their full potential during their time at Coundon Court School.</p> <p>The successful candidate will work with teachers to support and enhance the teaching of small groups/individual students and ensure students make progress in line with their targets.</p>
REPORTING TO:	SENDCO
LOCATION:	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust
SALARY:	Grade 3 - £ 20,263 - £21,299 per annum (pro-rata salary) 37 hours per week, Term Time + 1 Week (39 Weeks)
BENEFITS:	<ul style="list-style-type: none"> • Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Teacher/Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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.
- 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

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE English, Maths and Science at Grade C / grade 4 or above or equivalent Educated to Advanced Level / NVQ Level 3 or equivalent 	<ul style="list-style-type: none"> A level 3 or 4 qualification of specific relevance to role 	Application Form Certificates
Skills and Abilities	<ul style="list-style-type: none"> Highly organised; can prioritise and work well under pressure. Able to communicate effectively both verbally and in writing with a range of audiences IT literate including Microsoft word, excel and outlook. Able to be proactive, pre-empting student needs. Able to understand curriculum content and make it accessible to students. Able to implement action plans for individual and groups of students. Able to adapt and modify materials and resources to make them accessible to students. Able to support with the implementation of the school's Behaviour Policy. Able to work as an effective team member and work on own initiative. Able to maintain confidentiality and data security. Able to consistently produce high quality work. 		Application Form Interview Written Test

	<ul style="list-style-type: none"> • Able to deal with situations calmly and efficiently. 		
Experience	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Working to support classes in a secondary school environment 	Application Form Interview
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of the different ways students learn. • Understanding of the needs and characteristics of young people. • Understanding of the roles played by various adults in the education of young people. 	<ul style="list-style-type: none"> • Basic knowledge of the nature of work undertaken by a secondary school. 	Application Form Interview
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others. • 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. • Able to work calmly under pressure and withstand stress. • Able to work flexibly, and to attend meetings and INSET days as required. 		Application Form Interview



HOW TO APPLY

CLOSING DATE:	Monday 18 November 2024 - midday
INTERVIEWS:	W/C Monday 18 November 2024

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- Coundon Court 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.