



**KERESLEY
GRANGE**

PRIMARY ACADEMY

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.

John Astley

Interim Head of School



Keresley Grange Primary Academy is a thriving school that is committed to Building Brighter Futures for all of its students.

Children are at the heart of all that we do and our staff go the extra mile to help them to be the very best that they can, day in, day out. Our team is committed to their own learning as much as that of the children and our Keresley Grange 'family' work together to support, inspire and challenge each other.

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>Are you passionate about working with children and want something new to get your teeth stuck into?</p> <p>Do you want to make a significant contribution to our exciting future, where "uniqueness" of all is celebrated?</p> <p>Do you want to be part of an exceptional team of staff and feel empowered to make a real difference?</p> <p>Keresley Grange is looking for you! Having just welcomed Ofsted (Feb 2025) who have confirmed that we remain a GOOD school, we are seeking to appoint an enthusiastic, nurturing and positive Teaching Assistant to support and enhance the teaching and learning of our pupils. You will have a flexible approach to work and be key in helping pupils achieve their full potential during their time at school.</p> <p>Keresley Grange has transformed in recent years and is at a point of rapid growth and development. Our children are at the heart of all that we do and their uniqueness is celebrated, they attend and behave well and enjoy developing their creative skills. It is an exciting time to join our team.</p> <p>We warmly encourage prospective candidates to visit the school.</p>
REPORTING TO	Class Teacher
LOCATION	Based at Keresley Grange Primary Academy with a requirement to travel to work at or for schools in the Trust.
SALARY/ HOURS	Grade 3 (£21,382 - £22,418 pro rata) 37 hours per week/39 weeks per annum
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"> - Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements <p>www.thefuturestrust.org.uk/why-work-for-the-futures-trust</p>



▼ Job Description

Job Purpose:

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.

Duties and responsibilities:

Under the direction and control of the classroom teacher or designated supervisor:

- Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
- Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
- Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
- Assist the teacher in the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals and groups of children.
- Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.
- Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
- Undertake supervision and discipline of pupils within the procedures of the school/service, providing detailed and regular feedback as appropriate.
- Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encourage, setting challenging and demanding expectations and promote self-esteem and independence.



- Ensure that pupils are able to safely use equipment and materials provided.
- Provide support for English and Maths.
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Assist the teacher with the administration of tests.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
- Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assisting with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assisting with the administering of medicines under the direction of the appropriate medical staff;
 - assisting with the identification and monitoring of children's general health and welfare.
- 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 the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
- Assist the teacher in supporting volunteer helpers or students in the classroom.

Line management

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

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"> NVQ Level 3 or equivalent in a relevant discipline GCSEs grade C (4) or above in English and Maths or equivalent level of numeracy and literacy 	<ul style="list-style-type: none"> Qualified First Aider 	Application Form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Able to relate well to both children and adults Highly organised; able to plan and prioritise Able to follow instruction and seek clarity when required Able to communicate effectively both verbally and in writing with a range of audiences including pupils, teachers, other professionals and parents IT literate including Microsoft word and outlook Able to understand curriculum content and make it accessible to pupils Able to be proactive, pre-empting pupil needs Able to implement action plans for individual and groups of pupils Able to adapt and modify materials and resources to make them accessible to pupils 		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES CONTINUED	<ul style="list-style-type: none"> • 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 interpret and use data • Able to maintain confidentiality and data security • Able to consistently produce high quality work • Able to deal with situations calmly and efficiently • Able to follow the school's safeguarding procedures and recognise when to report any concerns 		
EXPERIENCE	<ul style="list-style-type: none"> • A minimum of 12 months relevant experience of working with primary school aged children or with specific special needs 	Monitoring, recording and making basic assessments about individual progress	Application Form Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Basic understanding of child development and learning • Knowledge of relevant learning strategies • Child protection and health and safety in the school context • Understanding of relevant codes of practice and legislation 		Application Form Interview Test
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. • Values diversity and the unique contribution that every individual makes to the learning community • Able to work calmly under pressure and withstand stress • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required 		Application Form Interview



How to apply

Closing date:
2th July 2025

Interviews:
w/c 7th July 2025

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

On application please read the following policies found at:
www.thefuturetrust.org.uk/work-with-us/recruitment-pack

- Keresley Grange Primary Academy 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.