



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.

Steve Toor

Executive Headteacher



Keresley Newland Primary Academy 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	This is an exciting time to join Keresley Newland Primary Academy. The school is passionate about building brighter futures for its pupils. We are seeking to appoint an excellent Teaching Assistant to provide appropriate learning opportunities, care and supervision, ensuring all pupils are able to safely access all aspects of School life, and achieve their full potential during their time at Keresley Newland Primary Academy.	
REPORTING TO	Deputy Headteacher	
LOCATION	Based at Keresley Newland Primary Academy with a requirement to travel to work at or for schools in the Trust.	
SALARY	PAS Grade 3 £25,430 - £26,661 per annum (Full Time Equivalent) £20,875 - £21,885 per annum (Pro-Rata) 35 Hours Per Week / 39 weeks per annum Monday to Friday: 8.15 am – 3.45 pm (half an hour lunch unpaid)	
BENEFITS ENHANCING WORKING LIVES	- 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 www.thefuturestrust.org.uk/why-work-for-the-futures-trust	



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:

- Attend to the pupil's personal needs, and implement related personal programs, including social, health, physical, hygiene, medication, first aid and welfare matters, as appropriate
- Deliver pastoral and learning support
- Supervise and provide particular support for pupils, including those with SEND, ensuring their safety and access to learning activities
- Use specialist (curricular/learning) skills/training/experience to support the pupil
- Assist with the development and implementation of Inclusion Plans / EHCPs
- Establish constructive relationships with pupils, act as a role model, set high expectations and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Support individuals /groups of children and take responsibility for their learning and actions
- Encourage pupils to interact and work co-operatively with others and engage pupils in activities
- Provide appropriate feedback to pupils in relation to progress and achievement, appropriate for their age and stage.
- Attend training and CPD
- Support safeguarding within the school



Duties and Responsibilities Continued:

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 fulfil 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	- 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	Qualified First Aider	Application Form Certificates
SKILLS AND ABILITIES	- 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	• 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	• 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	• 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	• 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 Test



How to apply

Closing date:
02 October 2026

Interviews:
TBC

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-policies

- Keresley Newland 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 Children's Barred List check.