



UP HOLLAND
HIGH SCHOOL
Dedicated to Excellence

Teaching Assistant (Level 3) – English department Permanent



PROUD TO BE A MEMBER OF
EVERYONE MATTERS
SCHOOLS TRUST

Headteacher's welcome

Up Holland High School is Dedicated To Excellence and prides itself on the excellent opportunities it offers to all students in order for them to develop and succeed.

This is achieved by offering a broad and balanced curriculum that is delivered by high quality practitioners. The school has an outstanding reputation for academic achievement and educational standards, which has been achieved by placing the individual child's needs at the core of our ethos and our decision making.

We recognise that the development of the 'whole child' is an integral part of our work. We want the students to achieve both fantastic outcomes and to develop their interpersonal skills so that they are confidently prepared for life beyond school. At the heart of this ethos, we promote our core values of leadership, organisation, resilience, initiative and communication. At Up Holland High School, we expect students to be self-motivated, ambitious, determined and hard working. We encourage them to make the most of their abilities and talents. Alongside this, we expect students to be kind, thoughtful and respectful to one another. We want them to participate in all aspects of school life, developing into responsible citizens who make a positive contribution to the wider community.

We strongly believe in the power of the 'student voice' and as such, afford our students the opportunity to positively impact change and improve our school by representing our student councils and junior leadership team. We expect our students to be responsible role models to each other and to the students in our partner primary schools, promoting a sense of community responsibility.

The pastoral care is a real strength of our school. We pride ourselves on knowing the students as individuals, which enables us to successfully work in partnership with parents and carers. This partnership is absolutely critical in ensuring students are happy, healthy and successful. Our extensive system of rewards encourages the pursuit of excellence and core values by celebrating progress, attainment and the overall contribution made to school life. High expectations of attendance, punctuality, uniform and behaviour underpin success in our school and lay the fundamental foundations for life beyond Up Holland.

You can view our welcome and information video using the following link:

https://www.youtube.com/watch?v=kl5yjTJwG_8

School Priorities 2025-2027

- Encourage a strong, **positive attitude to learning culture** (ATL) in every classroom and subject.
- Provide a **challenging and inclusive curriculum** that uses regular assessment to support student progress.
- **Strengthen teaching in all subjects** through targeted training, that enhances staff knowledge and expertise.
- **Increase overall attendance** compared to 2024/25 and keep it above the national average for all student groups.



Headteacher
Paul Scarborough

Role overview:

Teaching Assistant – Level 3 - English

Reports to: SENDCO & Progress Leader for English

Contract Type: Permanent, part-time, term time + 1 week INSETS

Hours: 31.25 hours per week
8.40 am to 3.25 pm (6 hours 5 mins per day = 30 hours 25 mins per week plus 50 minutes for after school meeting time – one day per week)

Grade: Grade 6 (points 11-19)

Pro rata salary. This is the salary you will be paid:
£21,024 – £24,059

Start Date: As soon as possible

Closing Date for applications: 8.00 am Monday 5th October 2026

We are seeking an enthusiastic, ambitious and committed Teaching Assistant to support students within our English department. You will need to be child centred, possess excellent communication skills, be ambitious and a strong team player and above all else, you will need to be 'Dedicated to Excellence' in all that you do.

Our school: Personal Development

The five key skills and values that we promote through LORIC are those that employers, colleges and universities consider to be most desirable:

- **Leadership**
- **Organisation**
- **Resilience**
- **Initiative**
- **Communication**

Students develop their LORIC skills through our 'Character and Culture and Personal Development' programme. This begins in Y7 and continues through to Y11, with students participating in a range of activities and experiences. These activities are promoted and undertaken in personal development time, curriculum lessons, character and culture days and enrichment opportunities. We believe that the programme enhances the development of the whole child, preparing them for life beyond Up Holland High School. Our drive to offer a holistic educational experience is at the core of the school's philosophy, recognising the importance of both academic rigour and challenge, alongside opportunities for personal development and cultural capital.

If appointed, you can expect full-support and continuing professional development, as we promote a model of leadership at all levels and a bespoke and tailored professional development programme. We offer a professionally stimulating working environment where all staff have the opportunity to progress and most critically, to positively impact the lives of our students.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance, including checks with past employers. *Please note that in line with Keeping Children Safe in Education an online search will be carried out as part of our due diligence on shortlisted candidates.*



The Trust



EVERYONE MATTERS SCHOOLS TRUST

We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of our schools.

Our vision is to improve every person's life and their opportunities. As a member of staff you will be key to our success so we work hard to be a great place to work. Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos:

Everyone Matters: we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.

Everyone Helps: we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.

Everyone Succeeds: we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.



Job description

Job Title: Teaching Assistant (Level 3) - English department (part time)
Responsible to: SENDCO & Progress Leader for English
Salary Range: Grade 6 (SCP 11-19) (pro rata)
Duration: Permanent

JOB PURPOSE: The main objectives to be achieved by the Postholder
Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst pupils.
Would be expected to: • plan and implement teaching and learning activities to individuals and groups; • to undertake supervisory cover for classes as appropriate; • establish supportive and constructive relationships with pupils, parents, carers and the wider community.
MAIN ACTIVITIES What the Postholder will actually do / What prescribed duties the postholder will have: In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post. Support for Students • To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of student(s). • To plan and implement specific programmes with individual students or groups appropriate to the developmental needs of individual children throughout different curriculum areas. • To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of student(s). • To assist in the devising of student's individual targets and their monitoring and review. • To support students as part of a planned inclusion programme.

- To develop positive relationships with students and staff to assist student progress and attainment.
- To monitor and record student progress on a regular basis and to prepare reports as required.
- To assist in the specific medical/care needs of students when specific training has been undertaken.

Support for the Teacher

- To monitor individual students' progress and to report on students' needs, achievements and concerns.
- To assist in student supervision and the management of student behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons.
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, student work experience.
- Undertake marking of students' work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- Show a willingness to become first aid trained.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering of supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/student/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

- Provide support to the school in relation to its involvement with The King's Trust.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities

General:

You must:

- Work within school policies and procedures.
- Attend skill training and participate in personal/performance development as required.
- Take care for own and other people's health and safety.
- Be aware of the confidential nature of issues.
- Possess excellent interpersonal and communication skills; common sense and the ability to work smoothly and harmoniously with other members of staff.
- Be of smart appearance, be efficient, energetic and proactive.
- You should be in possession of a First Aid qualification or show a willingness to be First Aid trained.

Specific:

You must:

- Be confident in the knowledge, and understanding of the English curriculum.
- You must be able to support learners confidently up to and including GCSE level.
- The post holder may be requested to carry out further reasonable additional duties as directed by the Headteacher.

This job description may be amended to meet the future needs of the school.

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person specification

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
NVQ level 3 or above qualification – appropriate to the post (or equivalent)	E	A
Level 2 or equivalent qualification in English/Literacy and Mathematics/numeracy	E	A
Level 3/A-Level in English	E	A
Experience		
Experience of working with children	E	A
Experience of working in a relevant classroom/service environment	E	A
Experience of Administrative work	D	A/I
Experience of supporting pupils with challenging behaviour	D	A/I
Knowledge/skills/abilities		
Ability to relate well to children	E	A/I
Ability to work as part of a team	E	
Good communication skills	E	
Ability to relate well to parents/carers	E	
Ability to supervise and assist pupils	E	
Time management skills	D	
Organisational skills	E	
Knowledge of classroom roles and responsibilities	E	
Knowledge of the concept of confidentiality	D	
First Aid Certificate	D	
Administrative skills	E	
Knowledge of Early Years Foundation Stage	E	
Knowledge of strategies, for example numeracy and literacy	E	
Ability to make effective use of ICT	E	
Ability to assess children's development	E	
Ability to plan and deliver work programmes	E	
Flexible attitude to work	E	

Other		
Commitment to undertake in-service development	E	
Commitment to safeguarding and protecting the welfare of children and young people	E	
Satisfactory attendance record/commitment to regular attendance at work	E	
Special Requirements		
Experience of working with children who are wheelchair bound	D	
Ambition to be a teacher of the future	D	

How to apply

Support staff application forms and further details of the post are available to download from the school website: <https://www.uhhs.uk/about-our-school/vacancies>

Completed application forms together with a letter of application no more than 2 sides of A4 in 12 pitch should be emailed to j.harrison@uphollandhigh.org.uk marked for the attention of Mr P Scarborough, Headteacher.

Closing Date: 8.00 am Monday 5th October 2026

Interview Date: Monday 12th October 2026

Start Date: As soon as possible

Guidance

Applicant Privacy Notices can be found on our website using the following link.

<https://www.uhhs.uk/ckfinder/userfiles/files/Policies/2026/Privacy%20Notice%20Job%20Applicants%20June%202026.pdf>