Robert Clack School of Science

Executive Headteacher : Mr R.V.A. Taylor B.Sc. (Econ) (Hons)



RECRUITMENT PACK

TEACHING ASSISTANT (SECONDARY)





Website: www.robertclack.co.uk
Tel: 020 8270 4200
Email: humanresources@robertclack.co.uk

Message from The Executive Head

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

Russell Taylor
Executive Headteacher



Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: www.robertclack.co.uk

Please submit completed applications either by e-mail to: humanresources@robertclack.co.uk or through submitting an application on the vacancy which is posted on the TES website.

Please note that CVs will only be accepted if accompanied by an application form.

If you have any queries about the application process, you are welcome to contact the School's HR Department, 020 8270 4200 x 3341 or on the above email address.

Safeguarding and Promoting the Welfare of Children and Young People Notes:
Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Key dates:

Closing date for receipt of applications: 8am on Wednesday 25th November 2026.

Interviews to be held: 3rd December 2026

Commencement date in post for successful candidate: ASAP.

Advertisement

TEACHING ASSISTANT

SALARY: Scale 4 (exact salary: £21,436 - £22,371 per annum)

APPOINTMENT: 28 hours per week, 8.40am–3.00pm, Monday to Friday, term-time only

We are seeking to appoint a Teaching Assistant (Secondary). Robert Clack School is split across three sites and is soon to become one of the largest schools in the UK.

The successful candidates will be required to have the following skills and experience:

- Experience of working with secondary school-aged students (11-16 years).
- Ability to support students' learning across a range of subjects and abilities.
- Strong communication and interpersonal skills, with the ability to build positive relationships with students, staff, and parents.
- Experience of supporting students with Special Educational Needs and Disabilities (SEND) is desirable.
- Ability to manage behaviour positively and promote a safe and inclusive learning environment.
- Good organisational skills and the ability to work effectively as part of a team.
- Confidence in supporting students both in the classroom and in small group or one-to-one interventions.
- A good standard of literacy and numeracy.
- Awareness of safeguarding procedures and a commitment to promoting the welfare of children and young people.
- Patience, resilience, flexibility, and a positive attitude towards supporting student achievement.

Job Description

Job Title:	Teaching Assistant
Working Hours:	28 hours per week, term time Hours of work – 8.40am to 3.00pm
Department:	Secondary
School:	Robert Clack School (Although you may be based on one school site, your role is not site specific)
Reports to:	Line Manager
Responsible for:	N/A
Number of Posts Supervised/Managed:	N/A

1. Purpose of the Job:

- Work as part of a team of teachers, teaching assistants and learning mentors to support pupils in the classroom with educational health care plans and those on individual withdrawal programmes.
- Support pupils using school-based intervention strategies, and provide support with literacy reading, writing, speaking, numeracy and speech & language.
- To support and promote the safeguarding, and welfare of all children and young people attending Robert Clack School.
- Promote positive, professional relationships with pupils, parents and colleagues to support the best interests of the pupils.

2. Specific Tasks and Responsibilities

Classroom and Group Sessions – Supporting Pupil's Personalised Learning

- Set out learning resources in line with the preparation requirements provided, normally by the teacher.
- Support teacher planning.
- Obtain information from the class teacher regarding the learning objectives of the lesson and provide support to pupils allocated to you i.e. school-based intervention strategies, numeracy and literacy etc.
- Promote the Literacy Policy – Read, Write, Speak.
- Support pupils' learning across the curriculum, tailoring support to match each learner's needs.
- Plan schemes of work.
- Identify and remove barriers to pupils' learning.
- Implement any speech therapy programmes and other programmes as advised.
- Contribute to assessing pupils' progress and support them in reviewing their own learning.

- Complete and maintain records of pupils and their progress i.e. targets and whether they are on track to achieve them.
- Track data for specific pupil groups.
- Check the availability and location of ICT equipment, if needed, including accessories and inform the teacher of any issues. Support pupils' access to learning through the effective use of ICT.
- Adapt and customise curriculum materials.
- Report shortages of learning materials to the teacher.
- Encourage pupils to return materials to the appropriate place after use and to dispose of any waste materials in a safe and tidy manner. Check the condition of learning resources and materials after use.

Working with Pupils

- Promote pupils' wellbeing.
- Ensure that good relationships are established with pupils; reinforcing the need for good behaviour and respect for others.
- Interact with pupils in a manner appropriate to their levels of communication and interaction skills; support and encourage pupils.
- Encourage pupils to take responsibility for their own behaviour and to act independently.
- Support pupils to become independent, co-operative and collaborative learners.
- Encourage positive interactions between pupils and groups of pupils.
- Provide immediate care for any minor accidents, upsets or ailments and contact a First Aid member of staff if required.
- Recognise and report any uncharacteristic behaviour patterns in pupils.
- Monitor and report any signs of conflicts between pupils.

3. Statutory Requirements:

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

4. General Accountabilities and Responsibilities:

- Comply at all times with the Council and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity, Health & Safety and Safeguarding.
- Undertake a proactive, committed approach towards the School's values and ethos.
- Comply with the competencies and standard requisites agreed by the School as relevant to your post.
- Promote the development of a high-quality individual need led service, to comply at all times with the Council's and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Comply with the Data Protection Act 2018 and associated General Data Protection Regulations (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post hold

Person Specification

Post Title:	Teaching Assistant	**Grade:**	Scale 4

Attributes	**Criteria**	**Assessment Method**	**Essential**	**Desirable**
Experience	• Relevant work experience. • Experience of working with children in a school or similar environment. • Experience of working on own initiative. • Experience of the use of Word, Excel, E-mails etc. • Experience of working with children with SEND needs and an understanding of the different levels of ability of pupils. • Experience of the use of Management Information Systems (MIS).	Application form, interview and task at interview	X X X X X	X
Education, Training & Qualification	• Good numeracy and literacy skills. • Good general standard of education. • Minimum Grade C/Level 5 in GCSE English and Maths or equivalent	Application form and task at interview	X X X	
Professional Relationships	• Excellent verbal and written communication skills when dealing with pupils, parents, visitors and colleagues.	Application form and interview	X	

	• Ability to work effectively, supportively and professionally within a team. • Ability to uphold the School's behaviour standards for pupils where necessary. • Able to work under direction and follow guidelines/instructions		X X X	
Safeguarding and Equality & Diversity	• A commitment to the safeguarding and welfare of children. • Knowledge, understanding and commitment to equal opportunities and diversity.	Application form and interview	X X	
Knowledge, understanding and skills	• To be able to work in accordance with the school's health and safety policies • Ability to adhere to all school procedures and policies • Good time management and organizational skills, planning and the ability to prioritise effectively in order to meet deadlines. • Ability to work methodically with good attention to detail. • Ability to work calmly under pressure.	Application form, interview and task at interview	X X X X X X	

	• Basic knowledge of confidentiality and ability to maintain confidentiality with regard to all school matters. • Able to organise, prioritise and manage workload whilst maintaining a flexible approach to respond to urgent requests. • Good IT skills. • Good behaviour management skills. • Patience, a calm manner and an ability to respond calmly in all situations.		X X X	
Any additional factors	• A commitment to personal professional development. • A commitment to Equal Opportunities and Diversity. • A commitment to the safeguarding and welfare of children.	Application form and interview	X X X	

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