

Matford Brook Academy Teaching Assistant



ABOUT YOUR NEXT ROLE & OUR OFFER



Key details & how to apply

About Matford Brook Academy & this role

Job Description & Person Specification

About our Trust



Key Details

Salary scale

£25,584 - £26,403 FTE
Grade C

Actual Salary (if pro-rata)

£19,122.92 - £19,735.09

Hours

33 per week 39 weeks
Fixed term contract to
August 2026

Location

Matford Brook Academy

Closing date

Sunday 26th April
(midnight)

Required from

ASAP

Interview date

Friday 1st May 2026

This advert may close earlier than the stated deadline if sufficient applications are received. If you're interested, we encourage you to apply as soon as possible.

Find out more



We welcome interested candidates to request a call with one of our senior team to discuss the role and any questions you might have prior to application. To arrange this, please contact Kate via hr@matfordbrook.academy.

How to apply



All Ted Wragg Trust vacancies can be found here: <https://www.tedwraggtrust.co.uk/vacancy> - filter by school or role and follow the link to apply (or contact us as above)

Application advice

When completing your online application:

- Include any essential experience and qualifications as detailed in the person specification
- Include all previous employment with dates
- Account for any gaps - e.g. periods of non-employment
- When writing your supporting statement, write about your experience and skills against the requirements of the role. This is the primary source of information for our shortlisting panel when shortlisting candidates for interview.

Our Mission

Our mission at Matford Brook Academy is to provide an excellent, all-through education that empowers children to believe they can, and should, change the world around them.

We summarise this in one mantra that is woven through the fabric of our school: at Matford Brook Academy, **we write our story**.

We are providing a school with an excellent education and broad opportunities for our children, rooted in the core understanding that, in order for children to thrive both now and in their future, they need to believe that the greatest influence on their lives is themselves.



Staff Testimonials



Emma

Assistant
Headteacher -
Science

Being part of the team at Matford Brook Academy is an absolute privilege. From the moment I heard about MBA's all through concept I knew it was somewhere I wanted to work. This is a fabulous opportunity to be part of shaping the lives and education of young children right from Early Years to KS4.



Laura

Teacher &
Coordinator for
Mathematics

I thoroughly enjoy working at MBA - I love being a part of a team that is incredibly supportive and there for one another. Pupils and staff alike are incredibly welcoming and appreciate your efforts and contributions to the community.



Mike

Early Years
Teacher

It's a privilege to improve the lives of the children and families of the community we serve! Matford Brook Academy is a place that allows children to thrive under the guidance of a nurturing, passionate and professional team where the values of scholarship, kindness and community come alive everyday!



Bekah

Pastoral Support
Mentor

Working at Matford Brook Academy has been incredibly rewarding; I have never felt more supported in a role. Every pupil, and member of staff is known and valued, and where your contributions matter and professional growth is encouraged, and supported.



Position: Teaching Assistant

At Matford Brook Academy, we are a small but growing all through school. This is an exciting opportunity to do things differently and to build a supportive, ambitious learning community.

We're looking for a committed, enthusiastic Secondary Teaching Assistant to join our team. This role will initially be on a fixed term bases until August 2027. You will be enabling our most vulnerable pupils to access their learning through a partnership between our Internal Alternative Provision "The Arc' and lessons. You will predominantly be based in the classroom.

The role will be based in our secondary phase, with the potential, in the future, to work across all year groups as the academy continues to grow.

The successful candidate will:

- Work with pupils to enable full access to the mainstream curriculum
- Use their initiative to develop relationships with staff and colleagues to best prepare for pupils entering the classroom
- Provide academic and social support to help pupils develop independence and confidence in their learning
- Deliver interventions for select pupils
- Be comfortable to communicate with parents and adults at home to share pupil progress.
- Contribute to a positive, inclusive, and productive classroom environment
- Encourage and support pupils' active engagement in lessons and school life

We are looking for someone passionate about education, eager to make a difference, and committed to supporting children and young people of all ages. If you are motivated, caring, and dedicated to helping pupils thrive, we would be delighted to hear from you.

Job Description

Key Purpose of Role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by supporting students to learn and flourish

Your Responsibilities

- Live our mission and values every day
- Follow all safeguarding policies and procedures to protect students and maintain a culture in which students are protected and achieve the best outcomes
- Support effective learning as directed, adapting resources to remove barriers and meet individual needs
- Deliver pre-determined leaning and support programmes in class and in groups outside the normal classroom area
- Support students access to learning adapting and utilising appropriate resources
- Monitor and evaluate and assess students as directed, recording progress and providing feedback to support continuous progress
- Assist with the supervision of pupils during break, lunchtimes and after school, offering structured activities as directed
- Attend to the welfare, administer medications and deliver personal care to students including those with special educations needs
- Support students to understand positive behaviours and school policies, reporting any challenges to the teacher
- Promote the inclusion and acceptance of all students recognising and responding to individual needs
- Support students with exams and assessments as a scribe/reader as directed by the SENDCO
- Undertake tasks, including administrative activities as delegated

Support pupils to

Love coming to school
Achieve well
Live a life of opportunity

Support colleagues to

Love coming to work
Build high quality professional relationships with Trust networks
Inspire others

Support communities to

Love our schools
Value working together
Make the world a better place

Person Specification

Qualifications

- Good numeracy and literacy skills with a GCSE (or equivalent) in English and Maths (grade 4 or above)
- Level 2 qualification in a relevant subject area
- Relevant Level 3 qualification

KEY
Essential
Desirable

Experience

- Experience of working with or caring for children

Key Skills

- Excellent Communication
- The ability to promote inclusion and acceptance of all pupils
- The ability to relate well to children and adults
- The ability to work effectively in a team, with a positive and collaborative manner
- Able to fulfil all aspects of the role with confidence and fluency in English
- Good Microsoft Office skills (Word, Excel and PowerPoint)

Align with Our Trust Values

- **Ambitious:** works hard, has the highest standards and is positive for the future
- **Selfless:** self-aware and emotionally intelligent to support self and others to thrive
- **Collaborative:** builds strong relationships and networks



kindness, and



community

We exist to provide an excellent all-through education that empowers children to believe they can, and should, change the world around them

What we believe

Scholarship



To be a scholar is to strive for the highest education possible, valuing learning and the process - including making mistakes - and taking responsibility for doing so. The story we are writing is for every Matford Brook Academy pupil to be successful, lifelong learners, progressing to university or another aspirational equivalent.

Kindness



The way we interact with and treat those around us has a direct impact on them. The story we are writing is for every Matford Brook Academy pupil to be caring, thoughtful individuals who proactively help and support the people around them, recognising their role in helping everyone to feel safe and succeed.

Community



School is a 'team sport': we are working together to create a limitless environment where everyone succeeds. The story we are writing is for every Matford Brook Academy pupil to feel a sense of connectedness and belonging in their community - school, local national, international - and positively contribute to it.

What we do

I am the author of my own story	We do this because:	We do this by:
We expect and model the highest of standards	We take pride in our roles and recognise our responsibility for enabling our pupils' success	<ul style="list-style-type: none"> • Codifying our expectations- what excellence looks like • Prioritising coaching & deliberate practice
We enable high aspirations and potential for everyone in our community	We are aspirational for every child to proceed to University or another real equivalent	<ul style="list-style-type: none"> • Investing in our professional development - TWT networks, reading, wider opportunities • Showing fidelity to our consistent approach • Planning opportunities within and beyond the curriculum
I empower others to write their story	We do this because:	We do this by:
We commit to a culture of constructive feedback, immediate and for long-term development, and celebrating success	We strive to be even better	<ul style="list-style-type: none"> • Prioritising coaching and deliberate practice • Investing in great people management
We assume goodwill and take responsibility for how our actions affect others	We believe in a collective responsibility; our created culture is a 'Team Sport'	<ul style="list-style-type: none"> • Clarifying the 'Why' • Apologising when required • Showing fidelity to our consistent approach
We write our story together	We do this because:	We do this by:
We build, maintain and strengthen relationships with all in our community	Success is made possible when we all feel safe and connected	<ul style="list-style-type: none"> • Using first names with staff, families and pupils • Phoning or meeting in person • Showing our love through consistent high expectations ('Challenge Directly')
We tenaciously empower the participation of all	We recognise our role, as a school, in championing social justice	<ul style="list-style-type: none"> • Identifying and mitigating potential barriers (Planning for All) • Caring Personally but Challenging Directly • Advocating for our pupils and their families with strong community connections

About our Trust

Our Mission
To transform lives
and strengthen our
communities
to make the world
a better place.

The graphic features a central white circle with a blue border containing the mission statement. Surrounding this is a larger blue ring containing 25 circular logos of member schools and organizations. The logos include: All Saints Academy Plymouth, Cambridge Education Centre, Ewick Heights Primary School, Honiton College, ISCA Academy, Lipson, Marine Academy Primary, Marine Academy Plymouth, Matford Brook Academy, QE, Sidmouth College, St James, St Lukes, Tor Bridge High, South West, West Exe School, Winton Barton Federation, and SWTT.

#lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can **reach their full potential, with dignity, respect, and equal opportunities for all**.

We value the unique contributions of each individual, recognising that **diversity strengthens our community and makes our Trust a positive place to work and grow**.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to **transform the lives of the children in our Trust**.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at [www.tedwraggtrust.co.uk/workwith us](http://www.tedwraggtrust.co.uk/workwithus)



The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute (TWI)** delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



Sustained

Frequency is critical, not time span



Practice-Based

Create new habits



Domain-Specific

Create new habits



External Expertise

Challenge the familiar & refresh ideas



Professional Buy-In

Purpose & benefits eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account to enable excellence. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

Key Concept: Leadership



We believe that great leadership:



Fiercely educates



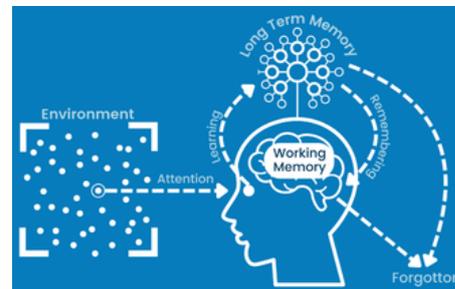
Thrives in a complex system



Is locally enabled

Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.



Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.

Microsystem

Child

- sleep well
- eat breakfast
- Follow school rules and routines
- attend school regularly

Family

- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- Ensure attendance is good

School

- Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

Mesosystem

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHS and Early Help

Macrosystem

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:

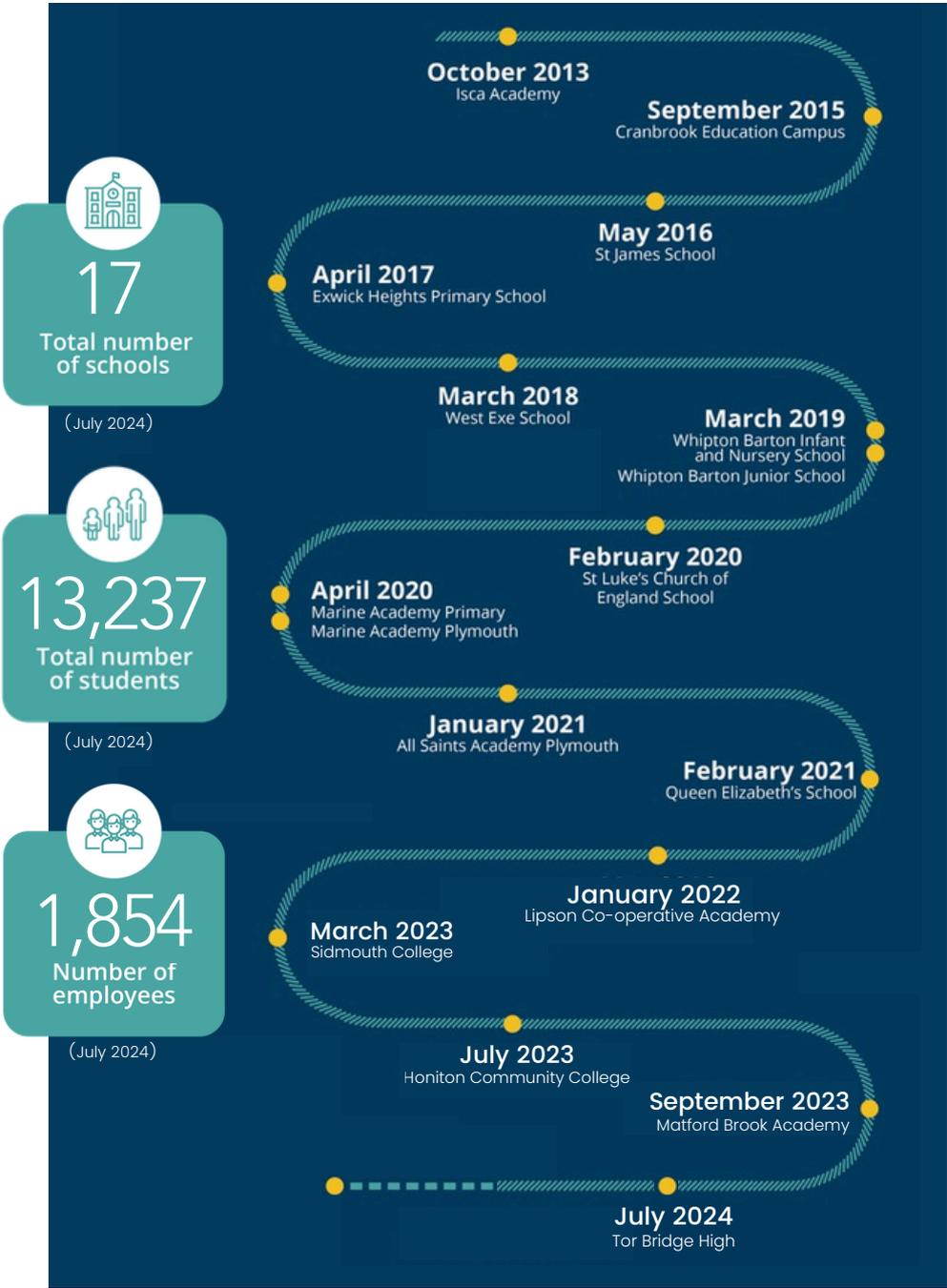
 <p>Exceptional development and networking opportunities</p>	 <p>Cost of blue light cards can be claimed through expenses</p>
 <p>Free annual flu jab, eye test and allowance for glasses</p>	 <p>Exclusive discounts, cashback and vouchers</p>
 <p>Free, confidential employee helpline. Available 24-7 through Health Assured</p>	 <p>Access to Wisdom app to support your mental health</p>
 <p>Up to 10% off all Pure Gyms</p>	 <p>up to the value of £2,000. cyclescheme.co.uk</p>
 <p>Up to 2 days paid emergency time off for dependants</p>	 <p>Generous public sector pension schemes for all staff</p>
 <p>Timetabled instructional coaching for all teachers</p>	 <p>Family friendly policies and flexible working opportunities</p>



Our Trust Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Thank you for your interest in working with us

