



**Beacon Academy Trust**  
A COMPELLING VISION FOR SUCCESS

## **The Forest Academy**



**Teaching Assistant – SEN and Autism**

**Salary: LBR Grade 3 – points 14 to 17 – £21,591 - £21,981 FTE**

**£15,273 - £18,140 at pro rata value**

**(Depending on experience and working pattern)**

**Required: ASAP**

## Welcome

Thank you for your interest in becoming a Teaching Assistant for SEN and Autism at The Forest Academy. The Forest Academy is on an exciting journey, and we are looking for a teaching assistant who is committed to making a difference to the lives of our students.

We are seeking to recruit a passionate, reliable and empathetic teaching assistant to work within a highly successful SEND Provision. The successful candidate would have the opportunity to work collaboratively within mainstream and/or our very successful ASD provision (BCS) to improve the outcomes of SEND students.

## About TFA

The Forest Academy (TFA) is a part of the Beacon Multi Academy Trust, along with Beal High School, North East London Teaching Alliance (NELTA) and Beacon Business Innovation Hub (BBIH). TFA is a mixed comprehensive school, located in the north east corner of Redbridge.

We are looking for:

- Someone who is passionate about education and has a flair for working with young people
- This role could also suit recent university graduates who are interested in gaining initial classroom experience as a Teaching Assistant, or those looking to start a career path in teaching.

The successful candidate will have:

- Experience and/or qualifications in working with children with special needs, ASD specific would be desirable but not essential
- The ability to support our students in their mainstream lessons as well as in smaller group interventions
- A friendly and approachable manner
- Be able to work using their own initiative and demonstrate effective behaviour management skills

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

An Enhanced DBS (with list checks) is required for this post.  
Further information and an application form can be found at

[www.beaconacademytrust.co.uk](http://www.beaconacademytrust.co.uk)

Please forward your electronic applications to [recruitment@beaconacademytrust.co.uk](mailto:recruitment@beaconacademytrust.co.uk)

**Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.**

## **Teaching Assistant: Job Description**

**Line Management:** TAs may receive direction from any of the following people -BCS Class Teachers, the SENCO, class teachers or senior leadership

### **Purpose of the job**

- To work with and support individuals and small groups of students on activities as directed by teachers both within school or the local community.
- To assist in the support and integration of children within BCS classes and other departments of the main school.

### **Supporting the student**

- To actively seek to develop an understanding of the specific needs and targets of the students.
- To establish a supportive relationship with the students.
- To encourage acceptance of the student within the context of integration.
- To develop methods of promoting and reinforcing student's confidence and self-esteem.
- To promote the independent learning of students as much as possible and diminish adult reliance
- Supervising students at break and lunch times on a rota basis.

### **Supporting Teachers and other professionals**

- To assist the teacher in the development of a suitable programme of education and support for the students either within BCS or other departments.
- To show initiative in preparation of appropriate lesson materials and resources.
- To contribute to annual reviews in writing and attend the meeting if requested.
- Assist mainstream teachers on understanding a pupil's needs and the appropriate differentiation.
- Assist teachers in the preparation and maintenance of classroom and corridor displays.

### **Supporting the Department**

- To develop and foster a positive relationship between the student's home and school.
- To liaise, advise and consult with other members of the BCS team, mainstream teachers and outside professionals in support of the students.
- To attend relevant in-service training, BCS team meetings, departmental meetings and whole school staff meetings as required.
- To be aware of and follow BCS and whole school procedures / policies.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the level of the post.

## Teaching Assistant: Person Specification

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<b>Qualifications</b>		
1. NVQ 3 or equivalent qualification	<b>E</b>	<b>A/I/R</b>
2. Qualification at Level 2 (Grade C or above) in English, Maths and Science	<b>E</b>	<b>A/I/R</b>
3. ICT skills and knowledge of other specialist equipment/resources.	<b>E</b>	<b>A/I/R</b>
4. Relevant knowledge and demonstrable experience of young people with special educational needs or autism	<b>E</b>	<b>A/I</b>
5. Able to work effectively in a team and contribute to its success	<b>E</b>	<b>A/I/R</b>
6. Good written English and effective communication skills	<b>E</b>	<b>A/I</b>
7. Knowledge or experience of Autism and Asperger Syndrome	<b>D</b>	<b>A/I</b>
8. Reliable, respectful, responsible & conscientious approach	<b>E</b>	<b>A/I/R</b>
9. Flexibility to deal with diverse needs of the post	<b>E</b>	<b>A/I</b>
10. Establish and maintain appropriate relationships	<b>E</b>	<b>A/I/R</b>
11. High level of initiative and ability to work independently	<b>E</b>	<b>A/I/R</b>

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