

Phoenix School



WORK RELATED LEARNING TEACHING ASSISTANT

Scale 4 Point 7-10 Pro-rata | Actual Salary £27,631 - £28,844 | January 2026 Start

Permanent | 35 hours per week | Term Time Only | 8:45am to 3:30pm Including one evening until 5pm & one evening until 4pm)

We are looking to appoint Work Related Learning Teaching Assistants who will work within a class team. Candidates should ideally have experience of working with children with special needs.

Split over three main sites with additional Satellite provisions, Phoenix supports young people aged between 3 and 19 with severe language and communication difficulties including autism. We are an award-winning and “Outstanding” school (Ofsted 2024) accredited through the National Autistic Society and praised for our creative approaches. We are committed to safeguarding and promoting the welfare of our young people.

The Role

- To plan and deliver work related learning opportunities for students who are on the autism spectrum in a Key Stage 5 class, coaching and mentoring them to fulfil their potential.
- To liaise with the teacher and develop students coping strategies and resilience to support them to confidently work in new environments and with new people.
- To monitor the health and safety of students on work placements/during activities and develop students' autonomy around this.
- To make reasonable adjustment and scaffold students to carry out work tasks with greater independence and increase their confidence in the workplace.
- Work with the class teacher to plan and prepare appropriate visuals and resources for work related learning sessions.
- Respond to the pupil's specific communication needs adapting your level of language and using appropriate visual support.
- Keep daily work-related learning data on every pupil to track progress over time and to assess/plan next work-related learning opportunity.
- Work with class teacher to collate the end of term work- related and accreditation data.
- Contribute to students' vocational profile.
- To support the school mission, vision, values and strategic objectives.

How to apply:

The application form can be found on the school website - www.phoenix.towerhamlets.sch.uk and TES. Please return completed application form to: recruitment@phoenix.towerhamlets.sch.uk – **CVs not accepted**

Closing date: 9am, 12th January 2026

Shortlisting: 13th & 14th January 2026

Interviews: 21st January 2026

It will not be possible to re-arrange these dates. If you are intending to apply, please ensure you are available to attend for an interview.

If you would like to discuss the post or visit, please contact **Sandra Clarke, Deputy Headteacher** for **Secondary** on sclarke@phoenix.towerhamlets.sch.uk

Our school is committed to safeguarding and promoting the welfare of children, young people, and staff. The successful candidate will require an enhanced DBS clearance. We welcome applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age.

Community | Respect | Engagement | Aspiration | Trust | Equality