



FUTURE  
ACADEMIES  
LIBERTAS PER CULTUM



# Teaching Assistant Recruitment Pack





## **WELCOME FROM OUR PRINCIPAL Ms Scarlett O'Sullivan**

Dear Applicant,

It is my great pleasure to be the Principal of our wonderful school. Barclay Academy has a long and much-valued history in the local community, and we are incredibly proud of that heritage. We are a warm and caring school, with excellent subject-specialist teachers and a strong, knowledge-rich curriculum. Our goal is to ensure that every student has the best possible opportunities so they can achieve their ambitions and thrive in the future.

As a proud member of Future Academies, we are committed to high standards and continuous improvement. We are particularly pleased with the progress the school has made in recent years, as reflected in our most recent Ofsted outcome.

Thank you for your interest in the Teaching Assistant role.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals with the skills and experience to fulfil the requirements of the job description, and whose values and qualities align with those in the person specification. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you believe you have the skills, experience, and attributes we are looking for, we encourage you to apply. We very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact Charlie Smith, SENDCo, on: [send@barclay.futureacademies.org](mailto:send@barclay.futureacademies.org)

We look forward to receiving your application.

**Best wishes,**

Ms Scarlett O'Sullivan  
**Principal**  
**Barclay Academy**





## JOB DESCRIPTION

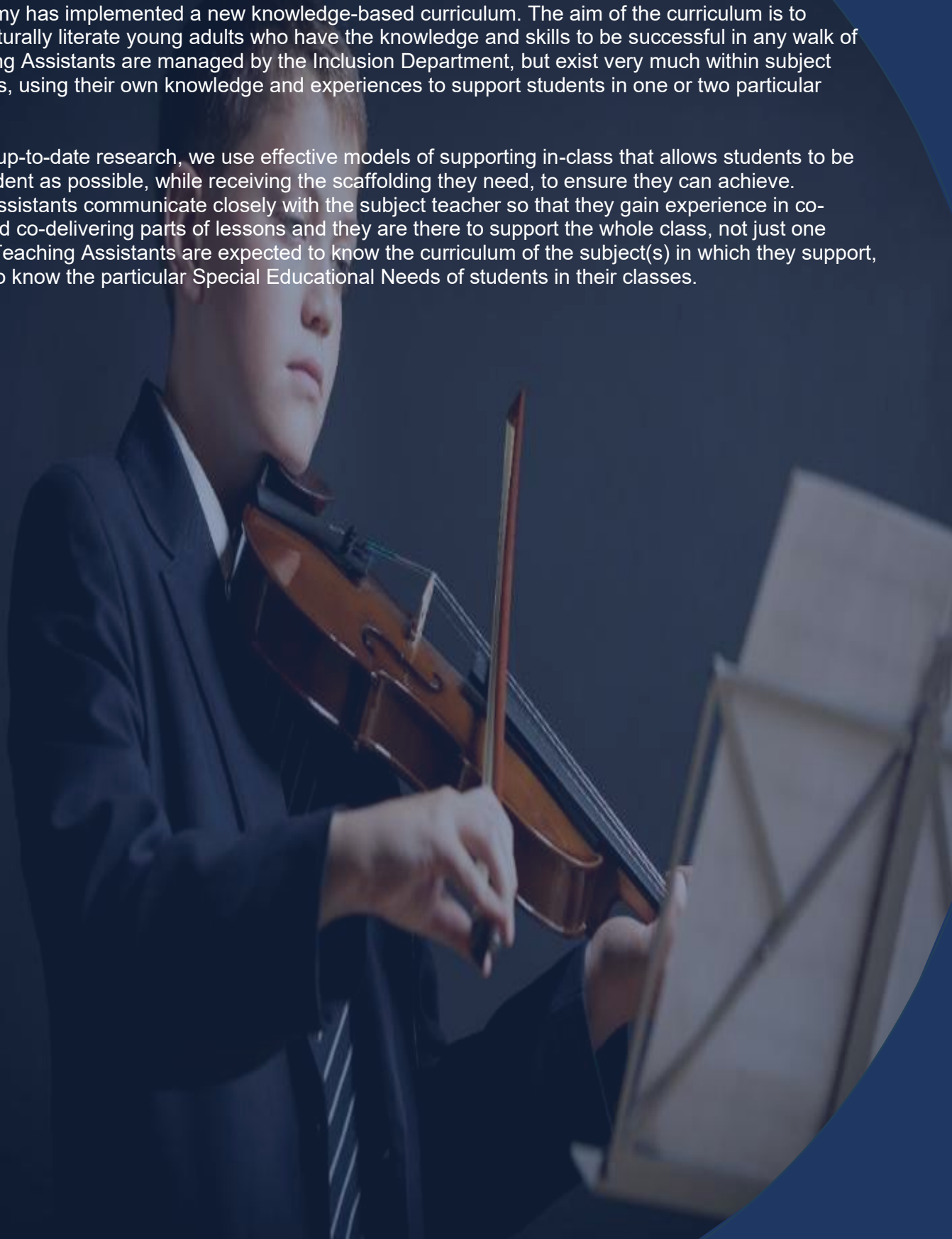
<b>JOB TITLE:</b>	Teaching Assistant
<b>LINE MANAGER:</b>	<b>SENDCo</b>
<b>HOURS:</b>	<b>25-37 hrs/wk</b>
<b>SALARY:</b>	Scale 3, point 5 – 6 (£25,583 - £25,989) pro rata Starting point dependent on experience
<b>PLACE OF WORK:</b>	Barclay Academy, Walkern Road, Hertfordshire, SG1 3RB.
<b>RIGHT TO WORK:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
<b>STAFF BENEFITS:</b>	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none"><li>• A supportive ethos and concern for the well-being of all colleagues</li><li>• Excellent CPD opportunities and career progression</li><li>• Employer Contributions to Local Government or Teachers Pension Scheme</li><li>• Mintago – employee benefits platform</li><li>• Employee Assistance Programme</li><li>• Access to a Virtual GP</li><li>• Eye Care Voucher scheme</li><li>• Cycle to Work Scheme</li><li>• Partnership with YellowNest - Salary sacrifice childcare</li></ul> <p>For further information regarding our staff benefits, please visit our <a href="#">website</a>.</p>
<b>PROBATION PERIOD:</b>	The post holder will be required to complete a 6-month probation period

## PURPOSE OF THE ROLE

We are seeking to recruit a part-time/full-time Teaching Assistant with a passion for working in education and working with young people. Experience of primary and phonics would be welcome. For the right candidate, we would be happy to work within school hours.

The Academy has implemented a new knowledge-based curriculum. The aim of the curriculum is to develop culturally literate young adults who have the knowledge and skills to be successful in any walk of life. Teaching Assistants are managed by the Inclusion Department, but exist very much within subject departments, using their own knowledge and experiences to support students in one or two particular areas.

In line with up-to-date research, we use effective models of supporting in-class that allows students to be as independent as possible, while receiving the scaffolding they need, to ensure they can achieve. Teaching Assistants communicate closely with the subject teacher so that they gain experience in co-planning and co-delivering parts of lessons and they are there to support the whole class, not just one individual. Teaching Assistants are expected to know the curriculum of the subject(s) in which they support, as well as to know the particular Special Educational Needs of students in their classes.





## MAIN RESPONSIBILITIES AND TASKS

- Provide support to an outstanding level for all years, abilities and qualifications
- Contribute to outstanding attainment and progress at all key stages
- Play a central role in the Inclusion Department, including contributing to after-school activities, trips, open days, etc
- Have an excellent working understanding of the learning needs of the students with whom you work. This may include liaising with colleagues within the Inclusion Department and accessing attainment data and information from EHCPs/Education Psychologist reports
- Make a vital contribution to the efficient running of the Department, including undertaking administrative and other tasks as delegated by the SENCo
- Enhance the quality of Teaching Assistant provision in the Department and wider Academy through sharing resources and good practice and active participation in Continuous Professional Learning
- Maintain up-to-date knowledge of phonics teaching and confidently deliver the school's phonics programme to support literacy development
- Plan and deliver targeted phonics and literacy interventions, working with Key Stage 3 students on a one-to-one basis and in small groups to improve reading, spelling and phonics skills
- Monitor and record student progress, adapting support as needed and working collaboratively with teaching staff to ensure interventions have a positive impact on learning
- Show commitment to working in partnership with one or two subject areas, learning and helping to implement the curriculum
- Support the Academy's aims and objectives for teaching and learning
- Show flexibility, innovation and intelligence in responding to the needs of the pupils and Academy as a whole

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.



## PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<p><b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:</p>		
	<ul style="list-style-type: none"> <li>• GCSE English &amp; Maths to Level 4 or above</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to develop understanding of Special Educational Needs and Disabilities</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Organised, energetic &amp; self-directed</li> <li>• Have empathy</li> <li>• Be confidential &amp; discreet</li> <li>• Safeguard &amp; promote the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to be advocate for students who require bespoke teaching and learning approaches</li> <li>• Committed to the wider school life and willing to engage in a range of extra-curricular activities</li> </ul>
<p><b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements</p>		
	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

## WHAT CAN WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback which is timely, developmental and low-stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

## APPLICATION PROCESS

### 1. Applying for the role

- To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **Noon** on the **14<sup>th</sup> July 2026**. Applications after this date will not be considered.

### 2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

### 3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

### 4. Taking up the post

- The successful candidate will take up the post as soon as possible.

### 5. Additional information

- For further information please email [HREnquiries@futureacademies.org](mailto:HREnquiries@futureacademies.org) and a member of the HR team will contact you.

### 6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

