



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Teaching Assistant Recruitment Pack





WELCOME FROM OUR PRINCIPAL – Mr D Kalogirou

Dear Applicant,

It is my pleasure to share a little information about our school with you as you consider joining our team. Visitors to Future Academies Watford encounter our vision proudly displayed at the entrance: *libertas per cultum* (*freedom through education*). At the heart of everything we do is a commitment to transforming the life chances of all our young people. Through our **exceptional knowledge-rich curriculum**, **diverse extracurricular programme**, and **aspirational pastoral care system**, we nurture students into confident, articulate, and successful adults.

Three words define our academy's culture: **knowledge, aspiration, and respect**. We believe that knowledge is the foundation of academic success, and we are proud to have a team of **passionate subject specialists** who inspire and challenge our students. We set the highest academic and behavioral expectations, ensuring our students develop the self-belief and resilience needed to achieve their future ambitions.

Thank you for your interest in **the Teaching Assistant** role. **This is an exciting opportunity for an enthusiastic and dedicated individual to join our team and contribute to the continued success of Future Academies Watford.**

As an applicant, you will be joining a school that values **professionalism, high standards, and a strong sense of community**. We are committed to supporting and developing our staff, offering opportunities for growth within **Future Academies' family of schools**. If you share our belief in the power of education to change lives and want to make a meaningful impact, we would love to hear from you.

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 would like to discuss the role in more detail, please do not hesitate to contact **HR**.

We look forward to receiving your application.

Best wishes,
Demetris Kalogirou
Principal
Future Academies Watford





JOB DESCRIPTION

JOB TITLE:	Teaching Assistant
RESPONSIBLE TO:	Deputy SENDCo
HOURS:	36.5 hours per week (8am – 4pm), 38 weeks per year Term time, + INSET
SALARY:	Scale 3 point 5-6 – (£25,583-£25,989) FTE pro rata salary (£21,745-£22,090)

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK: Future Academies Watford, Horseshoe Lane, Watford, WD25 7HW.

RIGHT TO WORK: 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

HOLIDAY ENTITLEMENT: Support staff – You are entitled to 28 days annual leave, plus 8 statutory days bank holidays.

Support staff – this is a term time role; therefore, your holiday entitlement and pay is incorporated into your salary.

STAFF BENEFITS: 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:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Mintago – employee benefits platform.
- Employee Assistance Programme.
- Access to a Virtual GP
- Eye Care Voucher scheme.
- Partnership with YellowNest -Salary sacrifice childcare.

For further information regarding our staff benefits, please visit our [website](#).

PROBATION PERIOD: The post holder will be required to complete a 6-month probation period

PURPOSE OF THE ROLE

Future Academies Watford is looking for people of outstanding imagination, intellect and passion to join us as we aim to develop excellence in our own students and forge new directions in education.

THE DEPARTMENT

The Learning Support Department aims to provide outstanding support to students across the academy, with the aim that students with SEND at Future Academies Watford make progress significantly above the national average. A diverse team of professionals provides support for students with cognitive needs, communication needs, sensory and physical needs, and emotional, social and mental health needs.

The lessons-first policy within the academy, as well as a commitment to inclusive practice, means that the majority of the work of the Department takes place within students' normal timetabled day. Staff within the Department take their support to students' classrooms, limiting the need for withdrawal where possible. Students with SEND are involved in all areas of academy life. Support is also available for students with social or emotional barriers to learning.

A member of the team would be expected to demonstrate a passion for education within one or two particular subject areas, and the ability to give high-quality support across the key stages and range of abilities. They would also need to work with a positive approach towards our targets and developmental priorities.



MAIN RESPONSIBILITIES AND TASKS

Duties/Expectations of a Teaching Assistant at Future Academies Watford: -

- 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 Learning Support Department, including contributing to after-school activities, trips, open evenings and so on;
- Have an excellent working understanding of the learning needs of the students with whom you work. This may include liaising with colleagues within the Learning Support Department, and accessing attainment data and information from EHCPs/Educational Psychologist reports;
- Make a vital contribution to the efficient running of the Department, including undertaking administrative and other tasks as delegated by the SENDCo/Deputy SENDCo;
- 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;
- Show commitment to working in partnership with one or two subject areas, learning and helping to implement the curricula;
- Support the Academy's aims and objectives for teaching and learning;
- Show flexibility, innovation and intelligence in responding to the needs of the students and Academy as a whole;
- Support pupils with routines, transitions, behaviour management, personal care, and medical needs;
- Delivering small group interventions as directed;
- Support students in exams/assessments as a reader/scribe;

General and Academy Responsibilities:

- To support Future Academies Watford commitment to safeguarding children and promoting their welfare at a level appropriate to this role;
- Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person;
- Contribute to the overall ethos and aims of the school;
- Participate in training, other learning activities and performance development as required;
- Attend and participate in meetings as required;
- Any other duties commensurate with the duties and responsibilities of the post;
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including playground and lunchtime supervision;



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

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



	Key Requirements	Essential	Desirable
QUALIFICATIONS	English and Maths Grade C or above or equivalent	✓	
	Training/qualifications in Child Protection		✓
KNOWLEDGE, SKILLS AND EXPERIENCE	Ability to support students in an education environment	✓	
	Able to use school data systems e.g. Bromcom		✓
	Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust	✓	
	Tact, diplomacy, discretion and confidentiality at all times	✓	
	Ability to work to and achieve tight and /or changing deadlines	✓	
	Excellent organisational skills, ability to prioritise work for self and others	✓	
	Experience of working with children and supporting in relation to their attendance, behaviour and wellbeing	✓	
	Excellent team skills and the ability to network effectively	✓	
SPECIFIC SKILLS	A willingness to develop their understanding of Special Educational Needs and Disabilities	✓	
	Be willing to advocate for students who require bespoke teaching and learning approaches	✓	
	Understands the importance of confidentiality and discretion	✓	
	Highly computer literate, with particular skill in using Microsoft Office	✓	
	Able to write clearly and concisely and to produce and maintain documents and systems	✓	
	Able to prioritise workload and hit deadlines	✓	

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 **Friday 17th July at 09:00**. 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 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.

