

# Elm Tree Multi Academy Trust

## Recruitment Information Pack



## Teaching Assistant Level 1 at North Leamington School



# An overview of North Leamington School



Dear Applicant,

Our school is a thriving, popular and inclusive comprehensive school, where we pay particular attention to each individual student by promoting their personal, social and educational development. We have all the advantages of being a large school in that we offer a wide-ranging curriculum to enthuse all learners and at the same time employ dedicated and high-quality staff to support and value each student.

North Leamington School is a part of the Elm Tree Multi Academy Trust (ETMAT), with the aim to work in collaboration delivering excellence and enriching the lives of the young people within the Trust.

We have high expectations of our young people; we expect everyone to work towards the common goal of helping them develop the skills and knowledge required in being successful at North Leamington School and beyond. Our students are encouraged to strive for excellence in all that they do at school and grasp all the wonderful opportunities that will present themselves throughout their years of study. We want our young people to aim high, be happy confident learners, support one another and be proud members of our rich and diverse community.

Our ambition is to be an ever-improving learning environment that offers **opportunities** to enthuse engage and enrich the experiences of all its community. We will continue to instil a **commitment** to growth in a positive, dynamic, and **respectful** environment that expects and supports personal **excellence** in the context of **"everyone mattering equally."**

## Vision and Values

- **Commitment:** All members of our community are committed to self-improvement, working to achieve both individual and collective goals so all are successful.
- **Opportunity:** Individuals can develop their abilities and talents, and to be successful. We want everyone within our community to be nurtured, challenged, and encouraged to make the most of opportunities.
- **Respect:** Everyone behaves in a respectful and kind way to others. Our school is an inclusive environment where all are valued equally.
- **Excellence:** There is a commitment to excellence in all that we do. We have a culture of high expectations. We expect to do well both as individuals and collectively.

We are extremely fortunate to educate young people in a wonderful environment with state-of-the-art facilities. We have committed, talented teachers and support staff who work hard and deliver excellent outcomes for our young people at all stages. Fundamental to that success is instilling core attributes such as resilience, independence, kindness, progressive thinking and a desire to work hard.

We care deeply about forging positive and strong relationships between all partners – staff, students, parents, carers and governors. Respect for ourselves and each other is at the heart of our school ethos, we want students to work in partnership with our local and global communities and the environment to become positive members of society and role models for our younger students at school.

I would like to thank you for your interest in joining our team here at North Leamington School. If you would like to visit the school, please get in touch with our HR team at [hr@etmat.co.uk](mailto:hr@etmat.co.uk) and we can assure you of a warm welcome.

Kind Regards,

Mr Mike Lowdell

CEO of Elm Tree Multi Academy Trust & Head Teacher of North Leamington School



**For further information about our school, please take a look at our website: -**

[North Leamington School - Home](#) / [www.northleamington.co.uk](http://www.northleamington.co.uk)

# Job Opportunity

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>                  | <b>Teaching Assistant Level 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Opportunity:</b>                | <p>We are looking for committed Teaching Assistants to join our excellent IEN team in a supportive role.</p> <p>You will be enthusiastic, flexible, have great interpersonal skills, enjoy working as part of a team and want the very best for our students. This is an exciting opportunity for an individual looking to start or continue their career working in a rewarding role in our Multi-Academy Trust. We have a successful track record of supporting progression to higher levels or into teaching if this is of interest to you.</p> <p>If you have experience of, or an interest in, working with young people, particularly those with individual and complex needs and can demonstrate a calm and steady manner, effective communication and be a positive role model, we would welcome your application.</p> |
| <b>Reporting To:</b>               | The SENDCo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Working Relationships With:</b> | Deputy SENDCo, Associate SENDCo, Teachers, other TA colleagues, school administrators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Location:</b>                   | <b>North Leamington School</b><br>Sandy Lane, Blackdown, Leamington Spa<br>Warwickshire CV32 6RD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Salary &amp; Hours:</b>         | Permanent Role<br>31.67 hours per week (or Part time considered for the right candidate*)<br>Term-Time Only + 1 week (39 weeks)<br>Salary Band D, Points 4-5<br>(Starting on Point 4 – actual salary starting - £18,459 per annum)<br><br><i>*Part-time working patterns may be considered, provided these are made up of full days (8:35am to 3:25pm)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>What We Offer:</b>              | <ul style="list-style-type: none"> <li>• A fantastic modern school environment with a strong team culture</li> <li>• A very generous pension scheme and access to a range of health and wellbeing services</li> <li>• A first-class commitment to developing individuals through personalised CPD programmes</li> <li>• An easily accessible location with plentiful onsite parking</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                 |

# Job Description

|                        |                                                                                                                                                                                                                                                  |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title of Post:</b>  | <b>Teaching Assistant Level 1</b>                                                                                                                                                                                                                |
| <b>Location:</b>       | North Leamington School                                                                                                                                                                                                                          |
| <b>Salary/Grade:</b>   | Scale D, Points 4-5                                                                                                                                                                                                                              |
| <b>Hours:</b>          | 31.67 Hours per week, Term-Time Only + 1 Week (39 Weeks)                                                                                                                                                                                         |
| <b>Responsible to:</b> | SENDCo                                                                                                                                                                                                                                           |
| <b>Purpose of Job:</b> | To work alongside other members of the IEN faculty to provide support for teachers and students. To proactively assist teaching staff in the classroom with students. To provide in class support, supervision and welfare support for students. |

## Key Tasks and Responsibilities:

### Curriculum Support

- To support students' learning as directed by the teacher, in context of fostering independence and self-esteem, using adaptive strategies to engage students with their learning where required, (e.g. modelling use of language appropriate to the task, facilitating discussions and interactions, encouraging students to reflect on their work, finding alternative recording methods, using adaptive strategies to scaffold learning).

### Student Support

- To support students with the development of their social, emotional and communication skills.
- To build relationships with students with SEND, including those with a range of complex needs in order to support them effectively to make progress.
- To carry out appropriate activities as directed, either with small groups or individuals, e.g. promoting increased attention and staying on task, helping with physical difficulties whilst encouraging independence.
- To support students in accessing the curriculum through interaction, using appropriate language, adaptive strategies, visuals and learning aids.
- To support students with physical and medical needs, personal care, hygiene and welfare of students.
- To identify and report uncharacteristic behaviour patterns in students.
- To assist with the supervision of students during unstructured and social times, e.g. as they arrive, leave school, at break and lunch time as part of a staff rota.
- To accompany students as directed, e.g. out of the classroom, on visits, trips or out of school activities.
- To support the delivery of a range of targeted interventions to develop student progress.
- To have an understanding of SEN as defined in the SEN Code of Practice and to be aware of school

### Teacher Support

- To support the teacher in management of the classroom environment, and to support student learning in the classroom.
- To support the teacher within the management of student behaviour within the classroom.
- To participate in record keeping / completion of documentation, e.g. by providing verbal information to contribute to recording student achievement or welfare.

- To provide feedback to the teacher about the learning activities, responses to them and the support provided.
- To support the teacher with any relevant adaptive strategies to aid the progress of students.
- Attend meetings as required by SENDCo.

### **Budget Management**

- None

### **People Management**

- None

### **General Requirements:**

**All Elm Tree Multi Academy Trust staff are expected to:**

- Maintain confidentiality according to organisation and legal requirements
- Uphold school policies, routines and codes of conduct as set out in the Staff Behaviour Policy or other documentation made available to staff
- Undertake other such reasonable duties as may be required from time to time
- Work towards and support the Trust's vision and objectives
- Be aware of, and follow the Safeguarding and Child Protection Policy
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and promote positive and courteous working relationships with students, parents and colleagues
- Engage actively in the performance review process
- Show a willingness to undertake training and professional development either in-house or externally

### **Context of Post**

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the latest OFSTED Inspection Report.

### **Renegotiation**

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.

### **Safeguarding Statement**

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Person Specification

## Skills & Knowledge:

|                                                                                                                    | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Ability to relate well to both young people and adults                                                             | ✓         |           |
| Ability to empathise with students, especially those with SEND                                                     | ✓         |           |
| Good communication, including good listening skills                                                                | ✓         |           |
| Working knowledge of common ICT applications, especially Microsoft Word, Excel and Outlook                         | ✓         |           |
| Ability to present information effectively, verbally and in writing                                                | ✓         |           |
| Ability to transfer theory/training into practice and demonstrate skills of problem-solving, drawing on experience | ✓         |           |

## Qualifications & Attainment:

|                                                             | Essential | Desirable |
|-------------------------------------------------------------|-----------|-----------|
| Educated to at least 'GCSE' level including English & Maths | ✓         |           |

## Experience:

|                                                                                                | Essential | Desirable |
|------------------------------------------------------------------------------------------------|-----------|-----------|
| Experience of TA work                                                                          |           | ✓         |
| Experience of ICT as a learning tool                                                           |           | ✓         |
| Working as part of a team                                                                      |           | ✓         |
| Working with young people of secondary age                                                     |           | ✓         |
| Experience with supporting young people or adults with personal care                           |           | ✓         |
| Experience with supporting young people or adults with complex needs; including Downs Syndrome |           | ✓         |

## Attitude & Approach:

|                                                                                                  | Essential | Desirable |
|--------------------------------------------------------------------------------------------------|-----------|-----------|
| Able to form good working relationships with colleagues, and to relate appropriately to students | ✓         |           |
| Able to be sensitive to the needs of young people                                                | ✓         |           |

|                                                                                                                              |   |  |
|------------------------------------------------------------------------------------------------------------------------------|---|--|
| Committed to safeguarding and promoting the welfare of young people                                                          | ✓ |  |
| Willing and able to work independently and as part of a team                                                                 | ✓ |  |
| Flexible and adaptable                                                                                                       | ✓ |  |
| Able and willing to acquire new skills and committed to own professional development and to undertaking appropriate training | ✓ |  |
| Able to maintain confidentiality                                                                                             | ✓ |  |
| Able to show initiative and problem solve                                                                                    | ✓ |  |



# How To Apply

|                      |                                                                                                                                                                                                      |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Closing Date:</b> | <b>Monday 14<sup>th</sup> September 2026 at 9:00am</b>                                                                                                                                               |
| <b>Interviews:</b>   | Interviews are expected to take place shortly after the closing date; however, we may interview candidates on application.<br><br>Therefore, we encourage you to apply at your earliest opportunity. |

All applications must be completed and submitted online or by emailing to:

[hr@etmat.co.uk](mailto:hr@etmat.co.uk)

Alternatively post your application to:

**Human Resources  
North Leamington School  
Sandy Lane  
Blackdown  
Leamington Spa  
CV32 6RD**

Alternatively, you can apply via the TES portal online.

If you have any queries regarding the application process, please contact Brian Langley - Trust HR Manager or Eleanor Hancox - HR Officer on:

T: 01926 338711 Ext 8488 / Ext 8408

E: [hr@etmat.co.uk](mailto:hr@etmat.co.uk)

*Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*All appointments are made subject to receipt of a completed application form, satisfactory references, an enhanced DBS disclosure, online search checks and the right to work in the UK.*