Elm Tree Multi Academy Trust

Recruitment Information Pack

Teaching Assistant Level 3

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 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

Job Opportunity

Job Title:	**Teaching Assistant Level 3**
Opportunity:	We are looking for a committed Teaching Assistant Level 3 to join our excellent Individual Educational Needs (IEN) team, working closely with our SENCo and Associate SENCos to support students with a range of additional needs. You will proactively assist teaching staff to support the learning and progress of all students, including those with Special Educational Needs and Disabilities (SEND). The role will involve supporting students in lessons, delivering targeted interventions, including our Outdoor Learning intervention, providing support within our personalised provision areas, and helping students develop the skills and confidence they need to succeed both academically and personally. You will work closely with teachers, parents/carers and other professionals to ensure students receive the support they need, while promoting positive relationships, emotional wellbeing and engagement with learning. You will also complete the planning, delivery and evaluation of interventions for individuals and small groups of students. We are looking for someone who is enthusiastic, flexible and resilient, with excellent interpersonal skills and a genuine passion for helping young people overcome barriers to learning. You will enjoy working collaboratively as part of a dedicated team and will share our commitment to achieving the very best outcomes for every student. This is an exciting opportunity for an individual looking to start or continue their career working in our Academy. We have a successful track record of supporting progression to higher levels or into teaching if this is of interest to you. **We would love to hear from you if you:** • think this role will suit your skills, knowledge and experience • have experience of working to support learning in young people, with a particular focus supporting those with social and emotional needs • are educated to a minimum of GCSE level (at least Grade C/4 in Maths and English) or equivalent • have a recognised qualification or knowledge/training of at least one area of the curriculum or SEND • can work with a high level of confidentiality, demonstrating strong communication skills whilst remaining composed and efficient • can be flexible to support the wider IEN faculty
Reporting To:	IEN (Individual Educational Needs) Faculty Leader & Deputy SENCO
Working Relationships With:	SENCos, Teachers, and other IEN Support staff

Location:	**North Leamington School** Sandy Lane, Blackdown, Leamington Spa Warwickshire CV32 6RD
Salary & Hours:	Permanent Role 31.67 hours per week (or Part time considered for the right candidate*) Term-Time Only + 1 week (39 weeks) Salary Band H, Points 14-17 (Starting on Point 14 – actual salary starting at **£23,592** per annum) **Part-time working patterns may be considered, provided these are made up of full days (8:35am to 3:25pm)*
What We Offer:	• A fantastic modern school environment with a strong team culture • A very generous pension scheme and access to a range of health and wellbeing services • A first-class commitment to developing individuals through personalised CPD programmes • An easily accessible location with plentiful onsite parking

Job Description

Title of Post:	**Teaching Assistant Level 3**
Location:	North Leamington School
Salary/Grade:	Scale H, Points 14-17
Hours:	31.67 Hours per week, Term-Time Only + 1 Week (39 Weeks)
Responsible to:	IEN (Individual Educational Needs) Faculty Leader & Deputy SENCO
Purpose of Job:	To work alongside other members of the IEN Faculty including the SENCO/Associate SENCO to provide support for teachers and students. To proactively assist the teaching staff to support the learning of all students in a class, including those with Special Educational Needs and Disabilities. To plan, lead and develop interventions, including our Outdoor learning intervention either to individuals or in small groups, and to liaise with parents/carers and other stakeholders as required. To provide support within our Personalised Provision areas for those students accessing the space.

Key Tasks and Responsibilities:

- Implement agreed learning activities, teaching programmes and interventions; adjusting activities and content according to pupil needs.
- Liaise with teachers to provide effective student support in lessons.
- Determine the need for, prepare, and use specialist equipment, plans and resources to support pupils.
- Be involved in and contribute to whole school development including CPD.
- To use specialist knowledge, experience, training and relevant documentation to provide appropriate support to students.
- To deliver interventions where required to support student progress in a range of areas linked to social and emotional development (for example zones of regulation, protective behaviours, social skills, outdoor classroom).
- To support students in accessing the curriculum.
- To support individuals or groups of students during independent/group work.
- To assist students in the development of wider skills (communication, independence etc.).
- To assist in the personal, social and emotional development of students, and in the development of self-esteem.
- To encourage and reinforce positive interactions between students.
- To establish good relationships with students acting as a role model.
- To assist with the supervision of students, including accompanying small groups of students on short trips off the school premises, under the supervision of the responsible teacher, in accordance with an appropriate risk assessment and LA guidance.
- To assist with the supervision of students, e.g. as they arrive/leave the class, social times and during enhanced transition times where appropriate.

- To monitor and provide for the general care, safety and welfare of students, reporting concerns and serious problems and perceived instances of danger or risks to health to a member of teaching staff.
- Where students have personal care needs, to provide this within the Health & Safety guidelines, as necessary/agreed.
- To understand special educational needs as defined in the SEND Code of Practice (2014).
- To monitor individual or group achievement of key objectives/learning activities, and feedback to the teacher.
- To be actively involved in the day-to-day management of the learning environment, including responsibility for the care and preparation of teaching aids, equipment and materials, as appropriate.
- To contribute to the assessment of students by teachers, through observation and reporting.
- To record information relevant to the assessment and review of students' progress and to contribute to the planning and review of students support, record and reports.
- To attend formal review meetings with the SENCO/Associate SENCO, and lead on informal meetings with parents/carers.
- To support the implementation of strategies to manage student behaviour and to help manage student behaviour.
- To undertake routine administrative tasks, to support effective monitoring of student progress.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
- To encourage an active partnership between students, parents and school, working collaboratively to promote student progress.
- To support with the Enhanced Transition programme, where appropriate.
- Establish constructive relationships and communicate with other agencies/professionals, and parents/carers, in liaison with the SENCO, to support achievement and progress of pupils.
- Participate in training and other learning activities as required.
- Assist in the supervision, training and development of other staff within the team.
- To attend staff or stakeholder meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week.
- To model good practice and contribute to the planning and delivery of INSET to others (e.g. TAs, volunteers) who support students with SEND.
- To undertake duties within the IEN Faculty to provide social time support for students.

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 & Abilities:

	Essential	Desirable
Is sensitive to the needs of students, demonstrating empathy where appropriate	✓	
Is flexible, adaptable, and can work in a fast-paced environment	✓	
Has the ability to acquire new skills and committed to own professional development and to undertaking appropriate training	✓	
Can present information effectively, verbally and in writing (e.g. for formal SEN reviews, communication with parents/carers etc.)	✓	
Able to maintain confidentiality	✓	
Can remain composed with a consistent approach and in challenging environments	✓	
Have excellent organisation, administration and communication skills to work with families, students and team members positively and constructively	✓	
Able to plan own work and support with the others' planning	✓	
Able to be supportive and encouraging with students	✓	
Can adapt to working in a variety of environments	✓	
Able to use a range of IT to present information and track progress	✓	
Confident to conduct Performance Reviews for other TA colleagues		✓

Qualifications & Attainment:

	Essential	Desirable
Attained GCSE Maths and English Grade C (4) or above	✓	
Educated to A-level / BTEC L3 or equivalent		✓
Have a recognised qualification or knowledge/training with an understanding of at least one area of the curriculum and or SEND	✓	
Forest schools or outdoor provision training or experience		✓

Have had relevant training, or significant experience around social and emotional needs	✓	
Have First aid training and/ or qualification		✓

Experience & Knowledge:

	Essential	Desirable
Considerable experience of working to support student learning, or be in a current Teaching Assistant Level 2 or 3 position	✓	
Shows creative approaches to teaching, with the ability to adapt styles and strategies to effectively support and engage students	✓	
Has experience of tracking the progress of students with the support they receive	✓	
Experience of supporting students affected by a range of barriers to learning	✓	
Experience of working with families and professionals to support improved outcomes for students	✓	
Awareness of strategies to support students with social and emotional needs	✓	
Experience working with students with a range of SEND and mental health challenges	✓	
Knowledge of a wider range of factors that support the progress of young people (safeguarding, mental health, family support, trauma)		✓
Experienced in delivering a range of interventions to support both the social emotional needs, as well to the learning and cognition needs of young people		✓
Experienced in supervising and training others, including the delivery of CPD		✓
Experience of, or knowledge around delivering alternative curriculum programs (e.g. AQA, Princes Trust)		✓

Attitude & Approach:

	Essential	Desirable
Has good interpersonal skills with the ability to communicate with a range of stakeholders	✓	
Smart and professional personal appearance	✓	
Committed to safeguarding and promoting the welfare of young people	✓	
Willing and able to work independently or as part of a team	✓	
Good planning and organisational skills	✓	

Flexible and adaptable	✓	
Able and willing to acquire new skills and committed to own professional development and to undertaking appropriate training	✓	
Trustworthy and able to maintain confidentiality	✓	
Ability to work in a fast-paced and ever-changing environment	✓	

How To Apply

Closing Date:	**Monday 7th December 2026** at **9:00am**
Interviews:	Interviews are expected to take place shortly after the closing date; however, we may interview candidates on application. 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

Alternatively post your application to:

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

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

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.