



# Teaching Assistant Level 3

Houghton Academy  
Application Pack

# Teaching Assistant Level 3

Required 2<sup>nd</sup> June 2025 (or earlier)

Permanent

37 hours per week, term time only, plus 1  
week

Grade 8, SCP 19 – 23

FTE £31,067, Actual salary £28,002.78



**Haughton**  
Academy





## Introduction

Dear applicant,

Thank you for expressing an interest in the Teaching Assistant, Level 3 post at Haughton Academy. On behalf of the whole community, I extend a warm welcome.

I have been at Haughton Academy for almost 10 years, initially as Deputy Headteacher for Care & Guidance and for the last 3 years as Principal. I am extremely proud of this achievement and feel privileged to lead Haughton Academy.

Appointing the right person is crucial to our school. Our community context is both challenging and rewarding. We are currently over-subscribed and continue to flourish.

I am seeking to appoint a Teaching Assistant who has the drive and energy to ensure that inclusion, eradicating barriers to learning and mutually respectful relationships are at the heart of everything they do.

In March 2020, the pandemic brought to the forefront the difficulties our local community, families and young children face on a daily basis. On average 45% of our pupils are deemed to be disadvantaged year upon year; the pandemic amplified the barriers our pupils faced – little food, limited devices on which to learn and the basic support and aspirations needed to sustain the value of education.

As a staff body we have worked extremely hard to get back to 'normal' and provide our pupils with the routine and care they need. It is important to us that our pupils have the confidence to be independent and successful learners. This is underpinned by high aspirations and a clear understanding that the academy's core purpose is learning. Staff and pupils share the same core values, commit to developing mutually respectful relationships and have a co-operative desire to achieve and believe in Haughton Academy. The affirmation by Ofsted that we are a 'good' school has been achieved through our strong PROUD core values and clear vision for improvement.

Our aim is to continue our journey and become a school that is recognised both locally and nationally as an outstanding school. I look forward to working closely with the successful applicant in the future.

If you would like to arrange a confidential conversation or visit to our school, please contact Tina Barnett, PA to the Principal, using [tbarnett@educationvillage.org.uk](mailto:tbarnett@educationvillage.org.uk).

Yours faithfully,

Su Gill

Principal

Haughton Academy



# Making your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

## Application:

1. Complete the Education Village Trust application form.
2. Provide a supporting statement of no more than 2 sides of A4 which should address the criteria in the Post and Person Specification section.
3. Send your completed application form by email to the [peopleteam@educationvillage.org.uk](mailto:peopleteam@educationvillage.org.uk)

## Deadline:

The deadline for the post is **Monday 28<sup>th</sup> April 2025 at 12:00 noon.**

Shortlisting will take place **Tuesday 29<sup>th</sup> April 2025**

Interviews are expected to be held **Friday 2<sup>nd</sup> May 2025.**

## Shortlisting:

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

## Salary:

The post will be paid on the Trust Support Pay Scale Band 8, Points 19 – 23 (FTE £31,067)  
Actual salary is term time only, plus 5 training days which equates to £28,002.78.

## Start Date:

2<sup>nd</sup> June 2025 or earlier.

## For an Application Pack:

1. Contact the Human resources team via email at [peopleteam@educationvillage.org.uk](mailto:peopleteam@educationvillage.org.uk)
2. Visit [www.haughtonacademy.org.uk](http://www.haughtonacademy.org.uk)

Haughton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

# Post and Person Specification

**POST TITLE:** TEACHING ASSISTANT, LEVEL 3

**GRADE:** Grade 8 (Scale point 19 - 23). Term Time only plus 5 training days, 37 hours per week

**REPORTING RELATIONSHIP:** SENDCO/SEND MANAGER

**JOB PURPOSE:** To work under the direct instruction of the SEND manager/class teaching staff to support pupils' academic and social development. To provide additional support by leading individual and small group intervention.

## **Main Duties and Responsibilities:**

- To act as a role model and work in accordance with Haughton Academy's PROUD values.
- To work closely with the SEND manager with regards to 'Cause for Concerns' submitted by staff.
- To take a lead role in organising SEND interventions in response to the 'Cause for Concerns'.
- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adaptive learning programmes to suit the needs of allocated pupils.
- Assess, record and report on development, progress and attainment as agreed with the teacher.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
- Contribute to planning learning activities with the teacher, writing evaluations as required.
- Communication with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
- Select and adapt appropriate resources / methods to facilitate agreed learning activities.
- Responsible for the careful and safe use equipment, such as play and standard ICT equipment.
- Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate.
- Contribute to the Pupil Support Base rota.
- Demonstrate and adhere to the school's health and safety policies and procedures.

## **Working with Colleagues and Other Relevant Professionals:**

- Communicate effectively with other staff members, pupils and with parents/carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff so that informed decision making can take place on intervention and provision.

- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their role in order to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Develop effective professional relationships with colleagues.
- Support the role of parents/carers in pupils' learning and contribute to meetings.
- Promote the safety and wellbeing of pupils and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and the school's child protection policy.
- Look after children who are upset or have had accidents.
- Keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

**Other Duties:**

- To play a full part in the life of the school community, to support our inclusive approach to education.
- To fully support the school in maintaining a strong ethos of high expectations and aspirations.
- To display commitment to the protection and safeguarding of children and young people.
- To promote actively the academy's policies.
- To continue professional development as agreed.
- Contribute to the school's duty rotas.
- Take part in the academy's appraisal procedures.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE POST IS SUBJECT TO ENHANCED DISCLOSURE AND DISQUALIFICATION BY ASSOCIATION DISCLAIMER CHECKS BEFORE AN OFFER OF APPOINTMENT WILL BE MADE. IT WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE.

**Date:** March 2025.

# Person Specification

Categories	Application Form/letter	Interview	Interview Task	References
<b>Essential Criteria:</b>				
<b>Qualifications (1 or more of the qualifications below)</b>				
5 x 9 - 4 (A – C) GCSEs or equivalent including English and maths.	✓			
Evidence of further or higher qualifications in numeracy / maths, literacy/English and/or science.	✓			
Level 3 NVQ or relevant Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework	✓			
<b>Skills &amp; Experience</b>				
Experience of working with children with SEND/Behaviour/Social Emotional/Mental Health issues	✓	✓		
Experience and passion for working with children aged 11-16	✓	✓		
Ability to engage pupils, inspiring learning & promoting success			✓	
Very good practitioner of 'in classroom support'	✓	✓	✓	
Ability to devise new resources to support learning of a variety of needs		✓	✓	
Knowledge of active learning and teaching styles and support mechanisms	✓	✓	✓	
Evidence of dynamic and innovative practice	✓	✓	✓	
Competence in the use of ICT	✓	✓		
Ability to contribute positively to teams, share ideas & develop resources cooperatively	✓			
Ability to be adaptable & flexible	✓	✓	✓	
Effective inter-personal & communication skills with the ability to motivate and encourage	✓	✓	✓	
Commitment to valuing the individual and boosting their self-belief and worth – an	✓	✓		



unconditional positive regard for young people				
Commitment to high standards & expectations – no accepting of second best in pupils and staff	✓	✓	✓	
Commitment to professional learning & institutional improvement	✓	✓		
Experience of working with pupils with learning difficulties or disabilities.	✓	✓		
Determination to promote equality of opportunity	✓	✓		
Ability to offer enrichment & contribute to wider school life	✓	✓		
Commitment to professionalism, sharing, teamwork & collaboration	✓	✓		
<b>Desirable Criteria</b>				
Able to use ICT systems for learning and teaching	✓	✓		
Experience of using SIMs	✓			
Experience of examination access arrangements	✓			
Further relevant qualifications in working with children with SEND, counselling, mentoring, mental health etc	✓	✓		
Experience of working with school safeguarding, data and attendance platforms (CPOMs and SIMs)	✓	✓		
<b>Personal Characteristics – Essential</b>				
An unwavering commitment to the Houghton Academy's vision, ethos and PROUD values	✓	✓		
Willing to be accountable and to take personal responsibility for own actions	✓	✓		
Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	✓	✓		
An ability to relate well to young people	✓	✓		
Ability to work well as a team	✓	✓		



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