



## INFORMATION FOR CANDIDATES

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Huxlow Academy

# Teaching Assistant Level 2

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Contract: 32.5hrs per week/39 weeks per annum

Contracted Hours: Monday to Friday 08:30am to 3.30pm (inc of 30 mins unpaid break)

Remuneration: Grade E/Points 4-5 Actual £19,027 - £19,328(FTE £25,184 - £25,583)



*"Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."*

[www.tovelearning.org.uk](http://www.tovelearning.org.uk)

# WELCOME FROM KIM ISAKSEN

Headteacher, Huxlow Academy



Huxlow Academy, located in Irthlingborough, East Northamptonshire, is a medium-sized 11-18 Secondary Academy known for its inclusive ethos and commitment to providing the very best opportunities for our diverse student body. The strong bonds between students, staff, and the wider community make Huxlow Academy a truly rewarding and fulfilling workplace. If you are passionate about making a positive impact on young lives and thrive in a supportive team environment, I encourage you to apply.

In June, we welcomed a long-awaited visit from Ofsted, resulting in a commendable Good rating for behaviour and attitudes, leadership and management, personal development, and sixth form provision. This recognition reflects our ongoing commitment to excellence and the hard work of our dedicated staff and students.

Our academic achievements this year are a testament to the rapid improvement and progress we have made. Our GCSE and A Level results have been outstanding, with this year's GCSE results ranking among the best in the academy's history. When comparing notional data with other schools in North Northants, it is clear that Huxlow students excelled this year due to unapologetically high expectations, strong relationships and bespoke support. These accomplishments underscore our dedication to our vision for all students to "Thrive through Excellence."

Inclusion is at the heart of all we do, providing a universal offer in the classroom which ensures we know our students well, and tailor our curriculum and its implementation to meet the needs of every learner. We prioritise wellbeing and a sense of belonging is promoted through our 'Huxlow Way'

At Huxlow Academy, we remain steadfast in our commitment to providing the highest standards of education and support. We are passionate about nurturing an environment where every student can achieve their full potential, both academically and personally.

We are confident that you will be impressed by our school improvement journey, and we eagerly await your application to join our team.

Please do not hesitate to contact me if you have any questions or require further information about the role or our school.

*Kim Isaksen*

Headteacher - Huxlow Academy

# An Introduction - Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have three primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success. You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

We have a central team of professionals in Finance, HR, Estates, IT, Marketing, project management and governance to offer specialist support and guidance.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

## ✓ Support and well-being

You will become part of a family who really look out for one another. Free access to an Employee Assistance Programme providing counselling and advice for you and your close family and access to lots of well-being support.

## ✓ Professional development

Your performance review is truly targeted around you and your development. We want you to be the best you can be which in turn will enhance your performance and lead to outstanding outcomes for all.

## ✓ Excellent pension schemes

Both pension schemes are defined benefit schemes where you build up your pension based on a fixed formula to provide a guaranteed income at retirement. You have the opportunity to see what your actual pension will be.

## ✓ Training School

We are a strategic partner in a teaching school hub and can offer high quality professional development to support all stages of your career.

## TOVE LEARNING TRUST SCHOOLS

### 📍 Northamptonshire and Milton Keynes

- The CE Academy
- Elizabeth Woodville School (North Campus)
- Huxlow Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Wootton Primary School
- Elizabeth Woodville School (South Campus)
- Knowles Primary School
- Lord Grey Academy
- Stantonbury School
- Water Hall Primary School

### 📍 West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

# Teaching Assistant Level 2 Job Advert



We are seeking to appoint a Level Two Teaching Assistant to support across the school in a variety of departments. The right candidate will have the creativity and ability to motivate students who may find aspects of learning challenging.

The successful candidate will:

- Have strong interpersonal skills and be able to relate to a wide range of people;
- Be able to work well as part of a team but also demonstrate the initiative and ability to work alone;
- Be passionate about being involved in the growth of students;
- Be able to demonstrate that they meet the requirements set out in the person specification;
- Be required to undergo an enhanced DBS disclosure check;
- Be eligible to live and work in the UK.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

**Responsible to:** SENDCo

**Closing date:** 9am - 29<sup>th</sup> June

**Interview dates:** TBC

*Applications will be reviewed and shortlisted on an ongoing basis. As a result, the vacancy may be closed early if a suitable candidate is found. We encourage you to submit your application promptly to ensure consideration.*

Tove Learning Trust is an equal opportunities employer. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS check.

# Teaching Assistant Level 2 Job Description

## CORE PURPOSE OF THE ROLE

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The successful candidate will be a member of the Education Support Department. They will support the learning and development of students with educational, behavioural, social, or emotional learning difficulties under the instruction of their line manager or teacher in the classroom; enabling students to become independent learners and helping to raise standards of achievement.

## KEY RESPONSIBILITIES

- Assist with the planning, development, and implementation of individual student passports to ensure that the Academy's Health & Safety, SEND, Medical, CLA, Inclusion, Safeguarding and Behaviour policies are maintained
- Assist in the completion and adjustment of a wide range of pre-defined learning, care, and support activities to meet the requirements of students, learning objectives and the broader curriculum.
- Assist with the supervision of students out of lesson times through supervision duties and extra-curricular activities.

## PLANNING, DEVELOPMENT AND IMPLEMENTATION OF STUDENT PASSPORTS

- Support students in lessons and outside the classroom to fulfill their potential
- Under the direction of the SENDCo, plan and deliver intervention to support students to access their learning
- Participate in meetings and team development activities.
- Provide clerical and other support as required e.g., student record keeping.
- Monitor, feedback, record, and report on student progress, as directed, including feedback to students
- Participate in the completion of student profiles and records of attainment to maximise student development.

## LEARNING, CARE AND SUPPORT ACTIVITIES

- Contribute, and support Academy colleagues to remove all barriers to learning for disadvantaged students
- Respond to and deal with first aid incidents to staff and students within the school, maintaining accurate records and reporting of incidents as required by Academy procedures and Health & Safety legislation.
- Provide support to students in examinations and undertake routine marking of students' work to meet the requirements of students and the curriculum.
- Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum.

# Teaching Assistant Level 2 Job Description

## SUPERVISION OF STUDENTS

- In the absence of the designated staff member, provide cover for meeting and safe escorting of vulnerable students to and from transport at the beginning and end of the school day.
- Work one-to-one or in a small group, supporting children with their education, behavioural and social development.
- Support teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group of students under the supervision of the teacher.
- Provide targeted support outside of the classroom.
- Work on differentiated activities with groups of students.
- Visit students at their own home - supporting wellbeing, academic progress and other needs
- Assist students taking examinations where scribe or amanuensis is required.

## GENERAL

- Build and maintain positive and constructive relationships with students, parents, carers, and colleagues to maximise students' development and maintain the overall ethos of the college.
- Contribute to the whole school ethos, environment, and organisation, both practically and as a positive role model for students and colleagues, and act as an ambassador for the school with a desire to raise standards and attainment.
- Assist less experienced colleagues to support the achievement of individual and team performance and development objectives.
- Attend training courses as appropriate.

***Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.***

***Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.***

***It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.***

***Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.***

***KCSiE Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2024 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.***

# Teaching Assistant Level 2 Person Specification

<b>PRE-EMPLOYMENT CHECKS</b>		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of identity	*	
Medical Questionnaire	*	
Satisfactory References	*	
<b>QUALIFICATIONS/TRAINING</b>		
GCSE English and Mathematics (Grade A-C) or equivalent	*	
Teaching Assistant Level 2 qualification or equivalent		*
Current First Aid Certificate or willingness to undertake a First Aid training course and carry out first aid duties	*	
Willing to undertake all relevant training as requested	*	
<b>EXPERIENCE</b>		
Experience working with children/young people in employment or voluntary setting	*	
At least 1-2 years experience working with children with special needs		*
Experience of working in a classroom environment		*
Experience in a similar role		*
Administration experience	*	
<b>COMPETENCIES AND PERSONAL ATTRIBUTES</b>		
Strong communication skills at all levels, parents, students and staff	*	
Punctual and reliable	*	
To hold a current driving licence and have access to a vehicle and be prepared to use the vehicle when required	*	
Ability to analyse students' learning needs and effectively support them to overcome barriers to learning	*	
A firm but fair attitude to students, with appropriate use of authority	*	
Ability to encourage, motivate and act as a role model	*	
Ability to use ICT to support learning	*	
Accurately maintain student records	*	
An understanding of The National Curriculum		*
Emotional resilience in working with challenging behaviours	*	
Appropriate attitudes to use of authority and maintaining discipline	*	
Understanding of the principles of confidentiality and data protection	*	
Flexibility, to meet needs of the Academy and Trust	*	
Commitment to the Academy's ethos, aims and it's whole community		
Is committed to and meets all the requirements for safeguarding children		

# How To Apply/ Recruitment Process

## TO APPLY

To apply, please forward a completed application form to [s.earby-martin@huxlow.northants.sch.uk](mailto:s.earby-martin@huxlow.northants.sch.uk)

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All applications will be acknowledged.

## THE RECRUITMENT PROCESS

We will treat all enquiries, formal and informal, in confidence.

If candidates wish to visit Huxlow Academy arrangements can be made by contacting the Huxlow Academy HR Manager - Sonya Earby-Martin.

Please contact Sonya by email at [s.earby-martin@huxlow.northants.sch.uk](mailto:s.earby-martin@huxlow.northants.sch.uk) who will make the necessary arrangements.

## THE CLOSING DATE FOR APPLICATIONS

9am - 29<sup>th</sup> June

## INTERVIEWS

TBC

## FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Sonya Earby-Martin, HR Manager on [01933 650496](tel:01933650496) ([s.earby-martin@huxlow.northants.sch.uk](mailto:s.earby-martin@huxlow.northants.sch.uk)).

*Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.*

*References will be taken up for all shortlisted candidates prior to interview. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.*