



Email: [head@bolderacademy.co.uk](mailto:head@bolderacademy.co.uk)  
[www.bolderacademy.co.uk](http://www.bolderacademy.co.uk)

June 2018

Dear Candidate,

**A Bolder Future Awaits – Teaching Assistant Application Pack**

**Salary: £19,834 per annum – Scale 5 point 22**  
**36 hours a week – 39 weeks a year**

Thank you for considering Bolder Academy as the next step in your career. I hope this brief letter explains what we are about and why it is an exciting place to choose to work.

The opportunities to be part of a team that is making history and in creating a school that truly stands apart are significant: you will spark enthusiasm and excitement about Bolder and, support our learners to reach their full potential.

Bolder Academy is a new, mixed, non-denominational school opening in September 2018 to 150 students. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are already part of the community.

Extraordinary partnerships have been formed with key local businesses such as Sky resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

Starting with year 7, we will get to know every Bolder student and their family exceptionally well; strong relationships and great communication is the Bolder way.

Bolder Academy offers our students and our staff to shine brighter, to be bolder.

I look forward to meeting with you,

A handwritten signature in black ink, appearing to read 'Heidi Swidenbank', with a horizontal line underneath the name.

Heidi Swidenbank  
Headteacher



## The Bolder Way and You

Bolder Academy will be an exceptional place to work. We know that by joining the team, at this stage, a Bolder future truly awaits you.

Creating a different kind of education and securing a brilliant learning environment for our students, requires a certain type of employee.

Our vision is one of excellence and ambition which is founded on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, brilliance.

As a member of staff, you will play an integral part in shaping and developing the Academy's culture from its inception. You, as a founding member of staff, will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

For further information about the Academy go to our website [www.bolderacademy.co.uk](http://www.bolderacademy.co.uk)

To apply, please complete the application form (found on the vacancies page on the website) and email it to: [head@bolderacademy.co.uk](mailto:head@bolderacademy.co.uk)

*Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview.*

*Bolder is an Equal Opportunities Employer.*

### Timeframe for Recruitment

Closing date for applications	<b>Wednesday 27<sup>th</sup> June 2018, 9am</b>
-------------------------------	---

### Person Specification – Teaching Assistant

	<b>Attributes, skills, experience</b>
<b>1.</b>	Qualifications: Level 2 qualifications in English and Maths.
<b>2.</b>	Qualifications: 'A' Levels or other evidence of post 16 study – very desirable.
<b>3.</b>	Experience of working with children.
<b>4.</b>	Experience of communicating with parents/carers and other professionals.
<b>5.</b>	Ability to motivate and encourage students to engage in learning.
<b>6.</b>	Good ICT skills.
<b>7.</b>	Team player.
<b>8.</b>	Ability to create positive and effective relationships with students.
<b>9.</b>	Flexibility and an ability to respond creatively to changing circumstances. Willing to 'roll sleeves up.'
<b>10.</b>	High expectations and ambitions for all students.
<b>11.</b>	Excellent record of attendance and punctuality.
<b>12.</b>	Willingness to participate in a range of practical and physical activities, acting as a role model for students.
<b>13.</b>	Full Driving Licence.
<b>14.</b>	Willing to undertake minibuss training, first aid training.



## **Job Description – Teaching Assistant**

***Salary: £19,834 per annum – Scale 5 point 22  
36 hours a week – 39 weeks a year***

***There will be occasional evening work which will need to be completed and these hours will be taken as time of in lieu.***

### **Main duties and responsibilities:**

The normal duties of the postholder will usually include some of the following:

- To support Bolder Academy's vision of learning and pastoral support.
- To maintain contact with families/carers of students and to secure positive family support and involvement.
- To work closely with the SENDCO, Child Protection Officer and the members of teaching staff, to ensure that the needs of gifted and talented students and those with special education, social, disabilities and EAL needs are met.
- To provide mentoring sessions within Bolder Academy.
- To attend and support prep sessions and work with targeted students.
- To organise and attend small group learning and behaviour intervention sessions.
- To develop a full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students. This will include working with students and their families, form tutors, subject teachers, administrative staff, senior leaders.
- Working with outside agencies such as Social Services, the Police and Education Welfare Service.
- Monitoring students' learning and behaviour; using a range of interventions.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post.

- To carry out duties in accordance with the Health & Safety at Work Act, adopting safer working practice, in accordance with the safety policy.
- To ensure that students' records are kept up to date, using these to provide information on students.
- To assist in the delivery and provision of needs outlined in statements of SEND.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive environment of supporting a young person in the classroom.
- To create learning resources and displays to support teaching staff.
- Work may be carried out in the classroom or outside the main teaching area with individual students or small groups as appropriate.
- To support the student(s) in the development of skills e.g. (i) basic skills such as language, reading, writing, spelling and mathematics, (ii) encouragement of concentration, communication, sharing and other social skills, (iii) supporting their access to the curriculum through clarification and reinforcement of the subject matter.
- To liaise closely with the SENDCo / class teacher and any external professional as appropriate to support the implementation of any special programme(s) or Individual Educational Plan(s) designed for the student(s). External professionals to include: physiotherapists, speech and language therapists, occupational therapists, educational psychologist, educational welfare officers, teachers of visual/hearing impairment.
- To establish a good relationship with parents/carers and to provide information and feedback where appropriate and agreed under the guidance of the teacher.
- To assist the student(s) with physical needs, including personal care and manual handling as appropriate and agreed, following relevant advice and training.
- To assist with the supervision of student(s) out of lesson time, as necessary for their safety.
- To undertake break duties and first aid duties.
- To accompany and support the student(s) on visits, trips and out of school activities.
- To attend relevant meetings, reviews, visits and participate in training opportunities and performance development as required.



## **Safeguarding**

- Uphold the Academy's policy in respect of child protection and safeguarding matters.
- Have commitment to the Academy's equality policies.
- Ensure any extra-curricular activities will be free from partisan, political and religious view. Where political issues are discussed, a balanced view is always presented.

## **Health and Safety**

- Uphold Bolder Academy's policy in respect of child protection and safeguarding matters.
- Have commitment to Bolder Academy's equality policies.
- Ensure any extra-curricular activities will be free from partisan, political and religious view. Where political issues are discussed, a balanced view is always presented.

The responsibilities of the post may be reviewed in the light of the needs of the Academy, after consultation with the post-holder.