



# Witham St Hughs Academy, Lincoln

## Candidate Information Pack

Teaching Assistant – TA1 – 25hrs

SCP 2-7 (£24,975 - £26,402 FTE) 25 hours per week (£14,517 actual salary pro-rata).

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## Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

**Diana Owen CBE**

**Chief Executive Officer**







## Our Academies

### Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a ‘can-do’ attitude.
- A wide range of enrichment opportunities for all to get involved in.
- A celebration of all the cultures and faiths represented in the school.
- An organisation in which there are no excuses for underachievement.

Pupils said that the school was ‘life changing’ and that they feel lucky to attend.

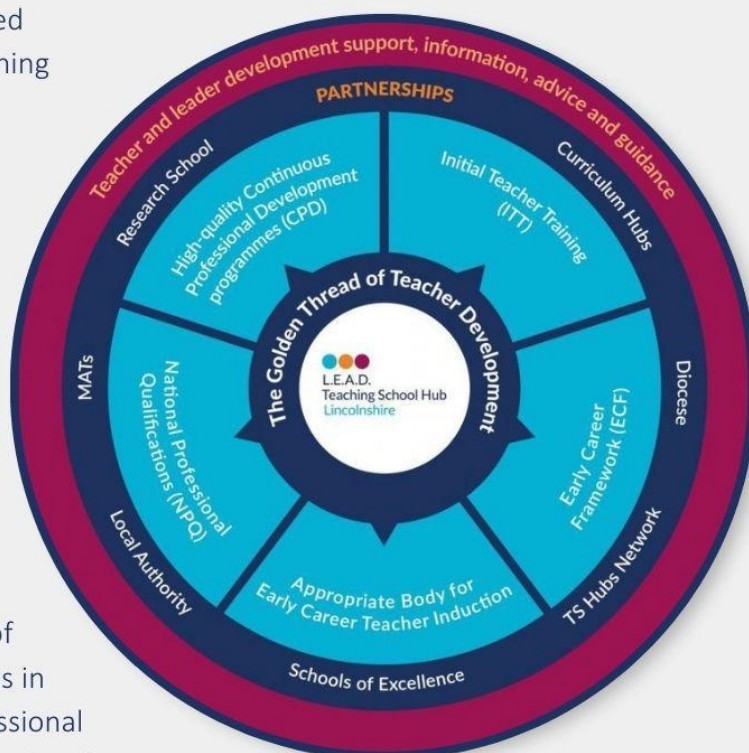
Witham St Hughs Academy,  
Ofsted report, March 2024

## L.E.A.D. Teaching School Hub

**‘Working together to lead the highest outcomes for all.’**

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.



## A message from the Headteacher

At Witham St Hughs Academy, we passionately believe that education is a lifelong journey and that it is our role, alongside parents, carers and the wider community, to educate our children for the long term and prepare them to have all of the skills necessary to become successful citizens, contributing fully to society. We pride ourselves on being a warm, welcoming and forward thinking academy in the heart of a thriving and supportive community.



Mr Richard Stock, Headteacher

## About Witham St Hughs Academy

Rated 'Outstanding' by Ofsted in March 2024, Witham St Hughs Academy in Lincoln is a primary school with 420 pupils. Our curriculum is ambitious and balances our pursuit of both academic excellence and personal growth and development. Our children are quite simply amazing and have a huge thirst for learning; we truly believe that they deserve the very best. With a fantastic new library, music pods, numerous small groups spaces and a wealth of technology, children have access to high quality provision and excellent resources.



Our curriculum ambition is to prepare our children for the challenges, changes and innovations of the 21<sup>st</sup> century and we must ensure that we provide our children with the right conditions for learning where they feel safe, happy and supported.

### Our Curriculum Vision

#### Witham children will:

- Become **resilient**, responsible and healthy adults
- Be confident, **respectful** and informed young people
- Be able to work in **unity** as articulate critical thinkers and problem solvers

#### We will:

- ensure **enjoyment** and achievement for all through nurturing passions and talents
- enable pupils to show **ambition** and acquire powerful knowledge and access new opportunities that take them beyond their own experience

*Show ambition for all – preparing and exposing our children to the challenges, changes and innovations of the 21st century*



## Values culture and expectations

Our Academy values form the heart of our expectations and are constantly reinforced throughout the delivery of our ambitious curriculum. It is our intention that our children leave our Academy both academically and socially able and confident. We constantly strive to ensure that our experiences go above and beyond and our recent Ofsted inspection in March 2024 highlighted this very clearly. We know that our culture really does support ensuring our children have an exceptional learning experience.





L.E.A.D. Academy Trust  
comprises of:

**24**  
primary

..... and .....

**3**  
secondary  
academies

..... across .....

**5**  
geographical  
regions

..... with .....

**11,000**  
pupils

..... and .....

**1,500**  
members  
of staff





## Benefits of being part of L.E.A.D. Academy Trust for Teaching staff

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

### Employee benefits from day 1

1. National teacher pay and conditions, including generous TPS scheme with minimum 23% employer contribution rate.
2. Superb CPD opportunities via various established routes including dedicated Teaching School Hub.
3. Access to Trust EAP service: 24/7 free advice on range of issues and wellbeing counselling.
4. Free eyecare vouchers and flu jabs.
5. Access to free Occupational Health Service, including physiotherapy service.
6. Access to free staff discounts and cashback for a huge range of products.

### Ofsted feedback

*"Leaders and staff are highly ambitious for all pupils. They take their responsibility to the pupils and the community very seriously. This is seen in their careful work to develop a knowledge-rich curriculum that promotes character development and raises aspiration."*

**Radford Academy Ofsted Report, Jan 2023**

*"Staff feel that leaders are considerate of their well-being. They talk about leaders being approachable."*

**Bishop Alexander Academy, March 2023**

*"Staff value the training that they have had and the time to develop subject leadership roles. Teachers at the early stage of their career feel well supported and valued as members of staff."*

**Forest Lodge Academy, June 2022**



**“Pupils’ behaviour is exemplary.  
They live and breathe the school’s  
values of resilience, respect, unity  
enjoyment and ambition.”**

*Ofsted report, March 2024*





## How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: **finance@withamsthughssacademy.co.uk**

**CLOSING DATE: Tuesday 24<sup>th</sup> June at 12.00pm 2025**

**INTERVIEWS:** We expect this to take place the week beginning: **Monday 30<sup>th</sup> June 2025**

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email:  
**finance@withamsthughssacademy.co.uk**



*"I love working within a forward-facing organisation that prides itself on professional development opportunities"*

Emily Broadley, Deputy Headteacher,  
Witham St Hughs Academy





## Job description

### Key responsibilities

<b>Role:</b>	Teaching Assistant 1
<b>Responsible for:</b>	Assisting with teaching and learning <b>EYFS/KS1/KS2</b> activities in accordance with school policies and procedures.
<b>Responsible to:</b>	Deputy Head/Headteacher
<b>Pay Scale:</b>	NJC 2 – 7

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, that you will be expected to demonstrate in your working practices.

#### Purpose of Role

- To work with children as part of a team under the overall direction of the Headteacher who will be responsible for the policy and educational programme and for matters of control and discipline within the National Curriculum Framework.
- To assist the class teacher in maximising the participation of pupils in the social and academic processes of the school.
- Under the instruction/guidance of teaching/senior staff, to encourage pupils to become more independent learners and help to raise the standard of achievement for all pupils.
- All activities undertaken by colleagues at this level would be closely monitored by the class teacher or more senior colleagues and the content of learning activities would always be planned by the teacher/more senior staff.

#### **Key Duties**

- Support pupils' learning activities including additional learning needs and development and maintain an awareness of the planning, delivery and evaluation of learning activities.
- Implement the needs of the Education, Health, Care Plan
- Establish and maintain relationships with individual pupils and groups by using effective communication and understanding the value of treating all individuals fairly.
- Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour
- Develop positive relationships with parents, carers and families by taking a partnership approach, maintaining and sharing accurate information where appropriate.

#### **Support for the Pupil**

- Support learning activities for all pupils by maintaining awareness of the stages of development and individuals' specific needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential.
- Help with the care and support of pupils by supporting children's communication and intellectual development and physical, emotional and social development. To contribute to the planning to meet children's development needs.
- Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times.
- Assist with the personal and intimate care of pupils.
- To support children and young people with SEND, supporting them to actively participate in learning activities. To liaise with parent/carers/outside agencies as required.
- Develop and promote positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
- Assist with the personal and intimate care of pupils.

### **Support for the Teacher**

- Help with classroom resources and records by maintaining confidentiality of information at all times and ensuring resources are in place for when they are required.
- Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom, referring to senior colleagues as appropriate.
- Escort and assist pupils on educational visits and out of school activities.

### **Support for the Curriculum**

- Support pupils in activities to develop their literacy and numeracy skills by having an awareness of pupils individual needs, learning targets, and the relevant support required to assist pupils' development, offering encouragement and feedback where appropriate.
- Provide support for learning activities within the teaching and learning programme, monitoring the effectiveness of activities in promoting pupils' learning and modifying these where necessary.
- Prepare and effectively use ICT within the classroom environment to support and promote pupils' learning in ways that are stimulating and enjoyable for pupils according to age, needs and abilities.

### **Support for the School**

- Maintain effective working relationships with colleagues and parents through effective communication and providing support for pupils, colleagues and parents as required.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.



## Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

			E	D
1	<b>Skills, knowledge and aptitudes</b>	The L.E.A.D. Teaching Assistant 1 should be able to provide evidence of the following:		
		• awareness of/willingness to train to get knowledge and understanding of the Teaching Assistant's role in supporting teaching and learning across the curriculum	E	
		• ability to communicate effectively, both orally and in writing	E	
		• ability to establish positive relationships with pupils, families and colleagues	E	
		• ability to provide support for planning and delivery of learning activities	E	
		• skills to support the effective use of ICT in the classroom	E	
		• knowledge of appropriate behaviour management practices		D
		• knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security		D
		• knowledge of safeguarding procedures and protocols		D
		• ability to organise classroom resources and assist with the maintenance of pupil records	E	
2	<b>Qualifications and Training</b>	The L.E.A.D. Teaching Assistant 1 should have:		
		• GCSE pass level or equivalent qualifications in maths/numeracy & English/literacy or significant demonstrable experience in a similar role	E	
		• Supporting Teaching and Learning in Schools (Intermediate Apprenticeship Level 2) or equivalent		D
3	<b>Experience</b>	The L.E.A.D. Teaching Assistant 1 should be able to produce evidence of:		
		• ability to use resources and materials including ICT software and equipment	E	
		• willingness to work with children and young people	E	
		• experience of working with children or young people with SEND		D



4	Personal Attributes	The L.E.A.D. Teaching Assistant 1 should:		
		• have an openness to learning and change	E	
		• have a positive attitude to personal development and training	E	
		• be able to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	
5	Special Requirements	The L.E.A.D. Teaching Assistant 1 should:		
		• be able to work at times and locations convenient to the service provision	E	





**Email address:**

[finance@withamsthughssacademy.co.uk](mailto:finance@withamsthughssacademy.co.uk)

**Phone number:**

01522 869590



**L.E.A.D. Academy Trust**

**Lead • Empower • Achieve • Drive**

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