



# Candidate Information Pack

## Warren Academy

L2 Teaching Assistant



L.E.A.D. Academy Trust





# Contents

About the Trust	1
About us	2
Our vision and values	3
Working at Warren Academy	4
Benefits of being part of L.E.A.D. Academy Trust	5
How to apply	6
Job description and person specification	7





## 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**





## About the Trust

**Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.**

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, 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 educational standards in the region 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."*

**Diana Owen, CBE - Chief Executive Officer**

## Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it's like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A 'can-do' attitude - high aspirations for all involved with the school
- 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.

## Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

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.





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





# A message from the Headteacher

## A message from the Headteacher

At Warren Primary Academy, we put children at the heart of every decision and action we take. We offer innovative learning opportunities that will inspire curiosity, develop inquiring minds, and maximise learning potential for all children. You will see **an ambitious curriculum**, which helps children to maximise their learning potential, ensuring they are **empowered to be citizens of the future**.

You will see an interconnected and **creative** focus to our curriculum: a sequential development of knowledge and skills, where all children will progress in their learning to enable individual aspirations to be achieved. By focusing on each child's personal learning journey, we will maximum progress and long-term learning for all children. Enrichment in the curriculum at Warren guarantees children develop vocabulary and skills.

Pupils will have been taught the dispositions and behaviours that enable them and others to listen, engage and contribute when being taught. You will see a culture of 'perseverance' and learning from mistakes. All children are encouraged to participate through verbal and non-verbal means as this develops an inclusive environment where everyone can achieve.

You will see children who are encouraged to be **independent, reflective, resilient, and responsible** for their learning and teachers who build strategies to help the children to evaluate their own work and others work so that they can identify their successes and next steps.

You will see children who develop important skills that enable them to excel in life: **problem solving and self-belief; creativity and confidence; leadership, teamwork, and collaboration** so they can flourish whilst at school and beyond.

You will see a team **limitless in our ambition** for the children at Warren. By working in unison with parents and the wider community, we ensure that children are guided to make conscious, positive choices to achieve extraordinary things.

We celebrate all children's individual achievements, both in and beyond school. You will see us promote pride in personal and collective achievement and ensure that all pupils know the feelings that success evokes.

You will see children at Warren Primary Academy leave primary school believing **anything is possible: opportunities are limitless**. Each individual will see that they have **endless potential** and that they are the leaders of future generations to come.

We welcome you to visit our school and find out more about our Warren family.

Mrs Kellie Salam, Head of School

## About Warren Academy

Warren Primary Academy is a one form entry school in Top Valley, Nottingham, where community is at the heart of everything we do. Our most recent Ofsted in November 2022 noted that the academy is Good, with one parent summing up the views of many saying, “it really feels like the school is a community again and that the children are in an environment where they are able to learn.”

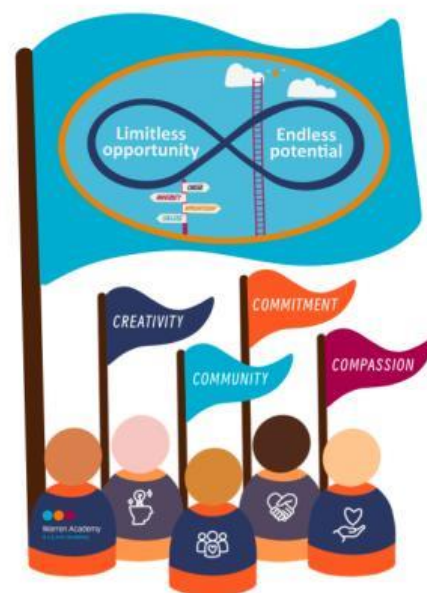
Our vision is for every child to know the feeling of success; we prioritise their needs and remain unwavering in our ambitions for them. We aim to provide ‘Limitless Opportunity’ with ‘Endless Potential’ for all pupils, regardless of backgrounds, and we are looking for someone who is willing to living this vision out every day.

Our four core values of creativity, community, commitment, and compassion run through all aspects of our school, like golden threads and are a key component of our new curriculum model. This has been designed to ensure inclusivity of all our pupils.

The dedication and passion of our staff living out our vision was demonstrated this year through our win of the Whole School award at [The Farshore Reading for Pleasure Awards 2023](#). The award recognises the work by the school in developing reading for pleasure habits with the children and how this extends to their families, carers, community, and teachers. We are a school who has a passion for reading!

We are also committed to teacher development through our robust CPD offer, including ongoing support from a friendly team who have worked hard to create a family feel and establish the school at the heart of the community.

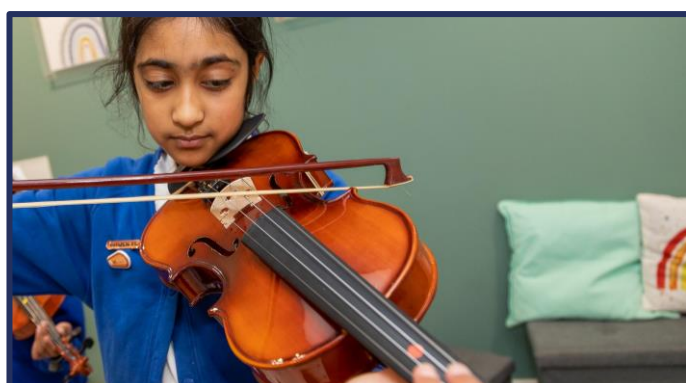
See what we’ve been up to recently:



@warrenprimaryacademy



@warrenleadacad



# Benefits of being part of the Trust



## Annual leave

Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



## Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



## Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



## Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



## Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



## CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



## Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



## Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



## Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



## Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



## Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



## Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.



***“Staff are proud to work at this school. They know that leaders consider their workload and well-being. Leaders remove any unnecessary pressures from staff so they can focus on educating pupils.”***

**Ofsted report, 2022**



## 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 [admin@warrenacademy.co.uk](mailto:admin@warrenacademy.co.uk) by 9am on Friday 4<sup>th</sup> July.

**CLOSING DATE: Monday 4<sup>th</sup> July 2025**

**INTERVIEWS:** We expect interviews to take place **Wednesday 9<sup>th</sup> July 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:  
[admin@warrenacademy.co.uk](mailto:admin@warrenacademy.co.uk)



*"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."*

Rebecca Riley, Head of School,  
Huntingdon Academy





## Job description

### Key responsibilities and accountabilities

**Job Title:** Teaching Assistant 2

**Pay Scale:** NJC 7 – 12

**Line Manager:** Deputy Head/Headteacher

#### Job purpose:

- 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 National Curriculum Framework.
- To foster the participation of pupils in the social and academic processes of the school by recognising individual pupils' needs and identifying and implementing appropriate responses under the overall management and guidance of the class teacher.
- To work independently in accordance within guidelines in order to encourage pupils to become more independent learners and help to raise the standard of achievement and attainment for all pupils.
- Activities undertaken by colleagues at this level would be monitored by the class teacher or more senior colleagues and the content of learning activities would be planned by the teacher/more senior staff, although there would be an expectation that the post holder would contribute to this process.
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties.

#### Duties and Responsibilities:

##### Key Duties

- Assist the class teacher in the planning and evaluation of teaching and learning activities.
- Provide support to individuals and groups on teacher planned activities to enable them to access the curriculum, whilst monitoring progress and dealing with challenges as they arise.
- Through effective learning strategies, support all pupils to participate in learning activities. This will involve being aware of pupils' needs, using appropriate equipment and materials and modifying resources as necessary to support pupils to participate and progress.
- 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.
- Care and support pupils by providing a safe and secure environment, responding appropriately to accidents, emergencies and following established procedures wherever appropriate.
- 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.
- 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.
- 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.

### **Support for the Teacher**

- Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate.
- Support with the delivery of learning activities in the absence of the teacher, e.g. when providing cover supervision or working with pupils outside of the classroom; however, learning activities should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the Headteacher of the school.
- Working alongside the class teacher to ensure that learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary.
- Escort and supervise 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 individual needs, learning targets, and the relevant support required to assist pupils' development, offering encouragement and feedback where appropriate.
- 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**

- Develop and maintain effective working relationships with other practitioners, drawing on their strengths and expertise in order to best support teaching and learning.



- Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner.
- 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.
- Contribute to maintaining accurate pupil records following relevant procedure and ensuring confidentiality at all times.

#### **Influencing and Managing Relationships:**

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Parents and carers
- Governors
- Senior Leadership Team
- Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

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

## 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
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>GCSE pass level or equivalent qualifications in maths/numeracy &amp; English/literacy or significant demonstrable experience in a similar role</li> <li>Hold a relevant qualification as listed below or significant demonstrable experience in a similar role</li> </ul>	E  E	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of Teaching Assistants' contribution to raising standards by the promotion of independent learning</li> <li>An appreciation of the National Curriculum and how this is applied to planning, preparation and delivery of learning activities</li> <li>Knowledge and understanding of pupil assessment, progress, evaluation and reporting of attainment</li> <li>Understanding and awareness of individual needs and ability to adjust communication methods accordingly</li> <li>Developed communication skills, both orally and in writing</li> <li>ability to establish positive relationships with pupils, families and colleagues</li> <li>Awareness of techniques necessary to support individual learning needs and development</li> <li>Initiative in dealing with day to day issues</li> <li>Ability to contribute to the planning and delivery of learning activities</li> <li>Knowledge of stages of child development and individual needs</li> <li>Knowledge of appropriate behaviour management practices</li> <li>Knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security</li> <li>Knowledge of safeguarding procedures and protocols</li> <li>Ability to organise classroom resources and assist with the maintenance of pupil records</li> </ul>	E   E E E  E E E E E	D  D   D  D



<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within an education setting or equivalent</li> <li>• Direct experience of working with pupils to raise attainment through personal intervention</li> <li>• Proven experience of working with children and young people, including children with individual needs and from a range of backgrounds</li> <li>• Innovative use of resources and materials including ICT software and equipment</li> <li>• Relevant experience of building positive relationships with all stakeholders</li> <li>• Understanding the role of parents/carers and the wider community in education</li> <li>• Experience of working with children or young people with SEND</li> </ul>	E    E E  E	D D     D
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Have an openness to learning and change</li> <li>• Have a positive attitude to personal development and training</li> <li>• Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> </ul>	E E E	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• This role is subject to an enhanced DBS</li> <li>• May be required to work out of school hours to support the Academy</li> </ul>	E E	

### **Teaching Assistant Qualifications**

- Level 3 Certificate and Diploma in Supporting Teaching and Learning (STL)
- Level 3 NVQ Supporting Teaching and Learning (STL)
- Level 3 NVQ Childcare Learning and Development (CCLD)
- Level 3 CACHE Diploma in Childcare and Education
- Open University Certificate in Early Years Practice
- Relevant Foundation Degree (relating to childcare and education)
- QTS

Relevant degree in education studies accompanied by demonstrated practical experience as detailed in the person specification above.

- National Nursery Nursing Board Award (NNEB)
- BTEC National Learning Support
- Children's Care and Education Diploma (CCE)
- NVQ Level 3 in Early Years and Childcare
- NVQ Level 3 Caring for Children and Young People
- Open University Specialist Teaching Assistant Certificate (STAC)
- Specialist Teaching Assistant Award (STA)
- City and Guilds Certificate in Learning Support combined with NCFE
- 3563 Special Needs Assistant Qualification
- NVQ3 Teaching Assistant



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

**Lead • Empower • Achieve • Drive**

L.E.A.D. Academy Trust  
5a The Ropewalk  
Nottingham  
NG1 5DU

**Email address:**

[admin@warrenacademy.co.uk](mailto:admin@warrenacademy.co.uk)

**Phone number:**

0115 9153760