





# The **GALLERY** TRUST



A community of special schools



**Teaching Assistant  
Iffley Academy  
Candidate Information Pack  
January 2025**

Thank you for your interest in the post of Teaching Assistant at Iffley Academy.

Iffley Academy is a very successful academy and has grown in recent years with a current number on roll of 183 students. The Academy has a long and proud history, with a school on the current site in Iffley since the 1960s. Judged as Outstanding in 2015, 2019 and 2024, the Academy meets the needs of students with a range of SEND, including Cognition and Learning Needs, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs. Our learning community is based on respectful relationships with students, created through understanding of their special educational needs, commitment to restorative approaches, and by providing outstanding teaching and pastoral care. This is a warm and caring community, dedicated to equipping students with the skills and knowledge they need to live independent lives within their chosen communities.

Iffley Academy is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about Iffley Academy. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you!

Thank you again for your interest and we look forward to hearing from you.



*Yvette Fay*  
*Head Teacher*

## Teaching Assistant

**Grade 6: £25,992 to £28,163 pro rata per annum**  
**Actual annual salary £17,629 to £19,102 per annum**  
**30 hours a week, term time only (38 weeks a year)**

Are you passionate about making a positive difference to the lives of children and young people? Do you have a good understanding of child development and learning, plus a proven ability to work flexibly throughout a school in order to meet the needs of pupils with a range of special educational needs and disabilities? Then the role of Teaching Assistant at Iffley Academy could be just the opportunity you are looking for.

### **About the Academy**

Part of The Gallery Trust, an expanding Special Needs Multi Academy Trust that's dedicated to improving outcomes for SEND learners in Oxfordshire, Iffley Academy is well-established and has a very strong reputation and long and proud history. Judged as Outstanding by Ofsted in 2015 and 2019, we are a warm and welcoming community with a passion for meeting the needs of students with a range of SEND and equipping them with the skills and knowledge they need to live independent lives. Why not come and join our vibrant and thriving Academy in our brand-new school buildings?

### **About the role**

Day-to-day, you will be responsible for helping with the educational and social development of pupils under the direction of the Head Teacher, SENCO and class teachers. As well as implementing Termly Outcome Plans and Individual Behaviour Plans, we will rely on you to provide support for individual students inside and outside the classroom to enable them to develop their social and independence skills and fully participate in activities. Working with other professionals like speech therapists and occupational therapists, when required, will, be important too, as will helping to monitor students' progress and maintain accurate records. Put simply, this rewarding role involves setting appropriate boundaries for children, supporting them with their education and liaising with their families to get the best possible outcomes.

### **About you**

To succeed, you will need to be enthusiastic and highly motivated, with a good understanding of autism and complex barriers to learning, coupled with a resilient and instinctive approach to meeting pupils' needs. You will also need Level 2 GCSE or equivalent in mathematics and English, or suitable equivalent experience. The ability to self-evaluate learning needs and actively seek learning opportunities is essential too, as are good organisational and interpersonal skills and proficiency using ICT to support learning. Happy to undertake the physical management of pupils (following appropriate training), you're also willing to complete First Aid training, attend to pupils' medical, first aid and personal needs and play an active role in the support of PE lessons.

### **The rewards**

As well as an attractive salary and excellent opportunity to further develop, you'll benefit from a comprehensive induction, full training, a Local Government pension scheme, term time only working (with flexible working options and an early finish on Fridays), a free work experience café, a small on-site gym, staff parking and free tea and coffee.

### **What happens next?**

We would be happy to invite you to visit the school. Please contact Jamie Brown on 01865 747606 or

[recruitment@iffleyacademy.co.uk](mailto:recruitment@iffleyacademy.co.uk) to arrange a time and date. Alternatively, if you would like to apply immediately, please email your application form to: [recruitment@iffleyacademy.co.uk](mailto:recruitment@iffleyacademy.co.uk) You can download an application form and job pack from our website: <http://iffleyacademy.co.uk/vacancies/current-vacancies/>

### **Application process**

Please ensure you detail any gaps in employment, and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

Iffley Academy is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Iffley Academy is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

**Closing date: 9 am Monday 20th January**

# The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



Iffley Academy is a community special academy for children and young people up to the age of 18 with complex special educational needs and disabilities. All of our students are individuals and we pride ourselves on taking a personalised approach.

Students have Education, Health and Care Plans with a range of needs but primarily we work with students with Moderate Cognition and Learning Difficulties, Autistic Spectrum Disorder and/or Social, Emotional and Mental Health difficulties,

The Academy was judged to be Outstanding at its most recent Ofsted inspection in February 2019, designated as a teaching school in 2018 and is part of an aspirational Multi Academy Trust – The Gallery Trust, a community of special schools, dedicated to providing outstanding education and support for young people with special needs and disabilities, enabled through: Commitment to special education; Opportunities for all to learn; Genuine respect and value.

Students work in class groups where teachers differentiate learning for all students ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners including Oxford University Gardens Libraries and Museums. Further details of this partnership can be seen here

<https://www.glam.ox.ac.uk/iffley-academy-partnership>

We understand that students are able to give their best when their needs are met, when they feel safe and when they understand their relationships with others. When a student starts at our academy every effort is made to ensure that they maximise their progress, enjoy coming to school, make new friends and feel safe. They become part of our community but most importantly their family also becomes part of our community.

## **JOB DESCRIPTION**

### **Teaching Assistant**

#### **Introduction:**

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed at least annually and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description.

The job description involves:

#### **Teaching and Learning**

- Assist in the educational and social development of pupils under the direction and guidance of the Head Teacher, SENCO and class teachers
- Assist in the implementation of Termly Outcome Plans and Individual Behaviour Plans for students and help monitor their progress
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Assist class teachers with maintaining student records
- Support students with emotional or behavioural problems and help develop their social and independence skills
- Maintain good discipline and positive relationships following the Academy's Behaviour policy
- Contribute, wherever appropriate, to the display, presentation and celebration of pupils' work

#### **Administrative duties:**

- Support class teachers in photocopying, proof reading and other administrative tasks in order to support teaching
- Undertake other duties from time to time as the Head Teacher requires

### **Standards and quality assurance:**

- Support the aims and ethos of the academy
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Taking a share of supervisory duties as part of the weekly routine and as necessary
- Take part in Performance Management and appraisal
- Meet deadlines

### **Specific responsibilities agreed between the Head Teacher and the teaching assistant**

In addition to the duties outlined, you may be responsible for the following:

- Support in the delivery of specific key stage interventions
- One to one support for a student with specific medical needs
- Meeting the medical and first aid needs of pupils including the administration of medicines by mouth or other medical procedures providing appropriate training has been received
- Help with feeding of students at lunch time
- Supporting students with their personal hygiene and personal care
- The physical management (restrictive physical interventions) of pupils, following appropriate training
- Driving and supporting pupils in school vehicles
- Supporting pupils on a range of offsite educational visits

### **General Responsibilities:**

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Head Teacher

## SELECTION CRITERIA

### Teaching Assistant

#### Essential:

- Ability to relate well to children and adults
- Ability to work flexibly, throughout the whole school, meeting the needs of pupils in a range of contexts
- Level 2 (GCSE or equivalent) in mathematics and English, or suitable equivalent experience
- Understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Good organisational and interpersonal skills
- Willingness and ability to undertake physical management of pupils, following appropriate training
- Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils.
- Ability to take an active role in the support of PE lessons
- Effective use of ICT to support learning

#### Desirable:

- Experience of working with or caring for children of relevant age
- Team Teach trained
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- First aid trained
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of National Curriculum
- Full driving licence

Your application should clearly demonstrate how well you meet the above key criteria.