

Teaching Assistant

(Reading and Literacy Specialist)

Term Time Only

Band D, points 3a-4a (£24,796 - £25,185 FTE)

Actual Pro Rata salary: (£21,327 - £21,662)

Application pack contents

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“Grace Academy Coventry 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.”

Welcome from the Principals

Thank you for taking the time to read the information regarding our current vacancy. We hope you find the information you are looking for and that you develop an understanding of the atmosphere, vision, ethos and aims of Grace Academy.

Grace Academy is a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. Our Values are central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. We aim to be aspirational and proud of who we are. We believe that all our students should be happy and safe and have the Limitless Potential to succeed.

We have amazing students here at Grace who deserve the best possible life chances. We encourage students to be praised and recognised whilst at the same time being challenged to meet our expectations.

At the centre of all we do is the focus of what is best for our students; we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be. Our team pride ourselves on making decisions from a position of integrity. As parents ourselves, we strongly believe that if it is not good enough for our children, then it is not good enough for Grace students. This is even more important in the current climate, as we put student wellbeing and aspirations at the heart of what we do. We believe it is important for all students leaving Grace Academy to have the self-belief and qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents work together to support them in raising their expectations and aspirations.

We value our staff and pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing. We are committed to developing our staff at all stages of their career, both internally and externally.

We have a friendly, innovative and exciting community in which to work and offer a variety of attractive benefits, such as an onsite gym and use of the sporting facilities, free eye care vouchers, refreshments available throughout the day, free lunches when on duty and the opportunity to be a part of the Staff Wellbeing and Workload Committees.

Grace Academy joined the TOVE Learning Trust in April 2019. We are a close-knit family of schools that have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our staff and students.

I hope that through reading the information pack, visiting our website, social media and reading our most recent Ofsted report you will be encouraged to apply for a position at Grace Academy.

Thank you for your interest in this post and we look forward to hearing from you.

Yours faithfully,

Mrs N Whiles
Executive Principal

Mrs E Wheller
Associate Principal

Job Advert

An exciting opportunity has arisen for a Teaching Assistant to join the Grace family. We are seeking to appoint a highly motivated, reliable and professional Teaching Assistant who is a reading and literacy specialist to support students with additional needs. The ideal candidate will have a good understanding of general SEND needs and the needs of those children who are looked after, along with being an excellent team player as we currently have a small SEND department who work closely as a team to support all of our students.

Key responsibilities of the role will include:

- Supporting students with a variety of needs to access the curriculum and raise their achievement;
- Responsibility for the library;
- Leading on reading interventions;
- Monitoring reading data and student progress;
- Preparing and supporting the use of resources;
- Developing students' study and organisational skills;
- Supporting a positive culture for learning within the classroom;
- Working flexibly on either a one-to-one basis or in small groups with students helping them with individual learning programmes and reading interventions.

We are a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. It is central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. Here at Grace Academy we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be.

We have high expectations for all those involved in the education of children. It is important that all students leaving Grace Academy have the qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents support them in raising their expectations and aspirations.

We pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing, putting development and wellbeing at the heart of our work. We work hard to look after our pool of talented staff who are encouraged to grow, develop and work collaboratively.

We offer:

- A friendly, innovative and exciting community in which to work;
- A vibrant learning environment where students are ready and focused on learning;
- Professional development led by our 'Cultivating Excellence' structure to support a coaching culture across the Trust to enable staff to be the best they can be;
- Opportunities for training and development through the teaching school based at Sponne School;
- Access to an internal market for promotions within the growing group of TLT academies;
- Pension schemes for both teaching and support staff;
- Medishield Health Plan which provides employees with access to a range of healthcare expenses covered within the Level 1 Policy (policies can be upgraded at your discretion);
- Use of the onsite gym and sporting facilities;
- Free lunch when undertaking a duty;
- Free refreshments in the staffroom to access throughout the day;

- Staff wellbeing/workload committees who help to support staff wellbeing and organise social events;
- Employee Assistance programme which provides free counselling and wellbeing packages;
- Free eye care vouchers and annual flu vaccinations;
- Free work laptop and use of up to date IT equipment;
- Plenty of on-site parking.

The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our students.

How to apply:

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre-application visit – we strongly welcome this. If you cannot make a visit, then please feel free to phone us to talk about the post.

Visits to the school or an informal confidential discussion can be arranged via Sarah McAdam (Principal's PA) at sarahmcadam@graceacademy.org.uk or on 02476 589 000.

You should ensure that you have completed all sections of the application form. Please submit your letter of application with no more than two A4 sides, plus your application form to Sarah McAdam via email at sarahmcadam@graceacademy.org.uk by **Thursday 11th December 2025**.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check and will be required to disclose any previous spent convictions or cautions.

In line with the recommendation in KCSIE 2022, Tove Learning Trust adopts the policy of requiring all new staff who join to have a DBS check and immediately become a member of the update service. This requirement is a contractual obligation and further information will be provided to successful applicants.

Job Description

Post Title	Teaching Assistant
Reporting to	Primary Teacher for Transition and Intervention/ Literacy Coordinator
Working Time & Location	37 hours per week Term Time Only Monday-Thursday 8:00am until 4:00pm, Fri 8:00am until 3:30pm Based at Grace Academy Coventry
Contract Type	Fixed Term
Salary	Band D, points 3a-4a (£24,796 - £25,185 FTE) Actual Pro Rata salary: (£21,327 - £21,662)
Purpose	Grace Academy Coventry is a secondary Academy with approximately 1,060 students. Grace Academy Coventry has been part of Tove Learning Trust (TLT) since April 2019. The role of a Teaching Assistant is to work under the direction of the Primary Teacher for Transition and Intervention/Literacy Coordinator in supporting students with educational needs by supporting them in lessons or through small group intervention, specifically with reading and literacy.
Key Responsibilities	- To assist students who require additional support through specific learning difficulties, a physical disability, or sensory impairment. - To work flexibly on either a one to one basis or in small groups with students helping them carry out individual learning programmes and reading interventions.
Main Duties	- Assist teaching staff, as required, including helping individual students and groups with the full range of curriculum activities and use of information technology, as appropriate; - Working with catch-up students across literacy; - Responsibility for the library; - Leading on reading interventions; - Reading with small groups of students; - One-to-one reading with students; - Monitoring reading data and student progress; - Supporting students and staff with accelerated reading interventions, including analysing data; - Lunchtime duty to support students to access the Library/Nuture as appropriate; - Prepare, display and mount work, set out equipment/materials under the direction of class teachers; - Make and maintain teaching aids and equipment, for example, undertake simple repairs of books and equipment;

	• Liaise with teachers and other staff at the school to obtain, exchange and record information on individual students; • Attend staff meetings, as necessary; • Attend planning meetings and participate as appropriate; • In collaboration with class teachers, ensure classrooms and other teaching areas are kept in a tidy state with equipment and materials stored correctly; • Assist with tasks in respect of classroom activities, as required, including maintaining library book records, maintaining classroom supplies and general classroom duties, such as photocopying, filing, etc; • Assist class teachers in preparing and supervising outings and visits and, if required, helping to organise out of school functions, such as outings, summer fairs and open evenings; • Assist class teachers in supporting volunteer helpers and students in the classroom; • Assist class teachers in supporting Home School Links initiatives, such as accompanying teachers on home visits; • Assist supply staff with the daily classroom routine as determined by the class teacher. Any other duties which are suitable to the role as directed by the Assistant Principal, Vice Principal or Principal. 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.
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Person Specification

	Essential	Desirable
Education and Knowledge	- English GCSE (A*-C) or equivalency test (L2 basic skills literacy) - Maths GCSE (A*-C) or equivalent (L2 basic skills numeracy) - IT packages i.e. Word, Excel	- Level 2 Teaching Assistant qualification or university degree - First Aid certification /qualifications, or willingness to be trained as First Aider is essential
Skills and Experience	- Experience of contact with students and parents - Have considerable experience (at least 2 years) of working to support children's learning - Have experience of working with small groups of students - Have evidence of moving on students' learning in a small group or class situation - Able to communicate clearly and take into account, where appropriate, the view of others - Able to communicate effectively both orally and in writing with students, parents / carers, governors and the wider community - Able to deal sensitively with people and resolve conflicts	- Have an understanding of other areas of school life - Knowledge of good practice, policies and procedures in schools / colleges - Have experience of providing intimate care for students in a school setting - Training in behaviour management
School Ethos	- Can evidence a desire to see young people succeed - Actively promote the curriculum area across the Academy - Must be able to recognise discrimination in its many forms and willing to put the school's Equality and Diversity Policy into practice - Commitment to equal opportunities and equal value for all students	