

# Teaching Assistant



New Line Learning Academy  
*Believe and Achieve*

New Line Learning Academy



## Build your Career, Shape your Future, Apply today

New Line Learning Academy is a Good school with over 800 pupils educating the next generation of young people aged between 11 and 16.

New Line Learning Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



*A great place to be*



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## Contents

Headteacher Welcome	3
Advert	4
Person Specification	5
Trust CEO Welcome	6
How to Apply	7
What We Offer	8

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**SAMURAI**  
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Can Jack survive a day in the...

## Welcome from the Headteacher

Gary Cook  
BA (Hons)



At New Line Learning Academy, we are proud to be at the heart of our community. The strong sense of belonging within our school reflects this belief and strengthens our collective spirit.

We foster a supportive and inclusive environment where every student is encouraged to *Believe and Achieve*. The wellbeing of our students is at the centre of everything we do, and we are committed to ensuring that every individual feels valued, respected, and empowered.

Our mission is to inspire academic excellence, nurture ambition, and provide exceptional experiences that help every student reach their full potential.

Our modern facilities—including dedicated spaces for drama, music, dance, sport, science, and ICT—enable us to offer a rich, personalised, and engaging learning experience.

At New Line Learning Academy, our values are brought to life every day. Our students are *Ready* to learn, *Respectful* of others, and thrive in a *Safe* and purposeful environment. These core principles underpin all that we do and help shape well-rounded, confident individuals.

We are also proud to be part of **Future Schools Trust**, a forward-thinking and supportive family of schools committed to collaboration, innovation, and professional growth. Staff at New Line Learning Academy benefit from high-quality professional development, opportunities to work across schools within the trust, and a culture that values wellbeing, teamwork, and continuous improvement. Whether you're starting your career or looking to take the next step, you'll find a welcoming and ambitious environment where your contribution is genuinely valued.

It is a privilege and an honour to lead such an exceptional school. I look forward to continuing our journey together and working closely with our community to help every student thrive and succeed.

<b>Post:</b>	Teaching Assistant
<b>School:</b>	New Line Learning Academy
<b>Department:</b>	Learning Support
<b>Responsible to:</b>	SENCO
<b>Salary:</b>	FST Grade D

## Purpose

To support pupils with EHCPs within the classroom. To prepare resources to support teaching and learning across different areas of the curriculum and help create positive progress for pupils. The role will see some 1:1 work with a pupil in lessons and also working with small groups and whole classes developing them both academically and socially.

## Main duties and responsibilities

- Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved
- Ensure effective engagement techniques are used to uphold the learning environment, applying the school's policies
- Act as a role model and set high expectations of conduct
- Be involved in INSET for own professional development
- Support the use of ICT and other equipment and materials to enable pupils to achieve their learning objectives successfully
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils
- Assist in drawing up and undertaking the delivery of the individual pupil learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individuals targets
- Promote positive routines, raise self-esteem and improve independent working in children to assist in their education and growth
- Assist the teacher where necessary with preparation of the classroom and materials to ensure effective and efficient teaching
- Where appropriate, supervise the physical wellbeing of the pupils to ensure their continued safety
- Accompany teaching staff and pupils on the visits, trips and out of school activities
- Undertake other reasonable duties that are consistent with both the job title and job description and are directed to be completed by the SENCO/their line manager or the Head of School asks them to do.

## Person Specification

- Successful recent experience of working with children of relevant age.
- Good Standard of Education.
- Excellent interpersonal skills, both verbal and written
- Previous experience of working within a supported learning environment
- Must be able to use own initiative, work independently in an orderly manner, motivate and inspire others with a creative approach to problem solving.
- Understanding of relevant policies, codes of practice, legislation.
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment



## Welcome from the Trust Lead

Samantha McMahon  
BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

### Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at <https://www.futureschoolstrust.com/vacancies/>.

Best wishes

Samantha McMahon

### **Application:**

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at [www.newlinelearning.com/vacancies](http://www.newlinelearning.com/vacancies).

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email [recruitment@futureschoolstrust.com](mailto:recruitment@futureschoolstrust.com) to arrange a visit.

### **Health & Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

### **Safeguarding:**

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

### **Pension Scheme:**

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

### **Annual Leave:**

For support staff annual leave starts at 28 days a year plus Bank Holidays and increases after 5 years' service.

### **Cycle to work scheme:**

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

### **Retail, Health & Social Offers through Kent Rewards:**

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

### **Other offers:**

- Benenden Private Healthcare Scheme - Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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