



Bolingbroke
Academy

Graduate Teaching Assistant

An exciting opportunity has arisen for a Graduate Teaching Assistant to develop their career within our passionate and ever courageous community

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as 'Outstanding' in all five categories in the 2024 Ofsted inspection. Ofsted's recent parent survey also ranked us as the 'happiest secondary school' in Wandsworth.

The Role

This is an incredibly rewarding role, where you will be instrumental in students' learning journey. You will support pupils, their parents and teachers to establish a conducive learning environment which children can thrive and fulfil their fullest potential.

Reports to: Lead LSA/Assistant Principal

Start date: September 2026

Contract: Permanent – Term-time only

Salary: Ark Support Payscale Grade 2, Points 2-3 - £29,801 - £30,222 (Actual Salary subject to pro-rata)

Closing Date: Wednesday, 15th July 2026

Key Responsibilities

Learning Support

- Support pupil learning through the delivery of specific learning and academic programmes, setting high expectations whilst encouraging their independence and building their confidence
- Assist with whole class teaching, under the direction of a qualified teacher
- Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives
- Promote inclusion, encouraging pupils to interact and work collaboratively
- Mentor students on a 1:1 and group basis, as well as planning and leading a series of booster and intervention sessions
- Observe, record and feedback information on pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist pupils' achievement outside of the classroom, e.g. computer lab, library

Support for the school

- Supervise pupils in outside of classrooms including during break and lunch time and assist with general pastoral care
- Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher

Other

- To undertake training and development relevant to the post and in line with the Academy's priorities.
- To undertake any other professional duties as directed by the Principal and/or Line Manager.
- To help create a strong Academy community characterised by consistent, orderly behaviour and caring, respectful relationships.
- To demonstrate a commitment to equality of opportunity for all members of the Academy's community.
- To meet the expectations of all Bolingbroke staff as laid out in the Staff Code of Conduct.
- To uphold the Academy's policies with consistency and diligence, including the Academy's Safeguarding, Health and Safety, and Equality and Diversity Policies.
- To undertake duties as Fire Warden and First Aider (training will be provided).

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by the Principal or your Line Manager.

Person Specification

Knowledge, Skills and Experience

- Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.
- Experience of building appropriate and effective relationships with young people.
- Good literacy and numeracy skills.
- Good interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.
- The ability to develop positive relationships with all young people.
- Well-developed planning & organising skills including time management, prioritisation, delegation and administration.
- Sound judgement and problem-solving skills.
- Understanding of the importance of confidentiality and discretion
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene with appropriate training
- Competent user of ICT.
- Ability to lead sessions for pupils after receiving training.
- Able to speak another language, play a musical instrument or coach a sport (desirable).
- Experience planning and delivering sessions for pupils (desirable).
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage (desirable).

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detail orientated and able to multi-task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient and caring nature
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK.
- The role is subject to an Enhance DBS clearance
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with a diverse team.
- Strong organizational and time management skills.
- Commitment to safeguarding and promoting the welfare of children and young people.