



**Teaching Assistant  
TLG Reading**

**THE SUNDAY TIMES**  
**100**  
**BEST NOT-FOR-PROFIT**  
**ORGANISATIONS**  
**TO WORK FOR**  
**2019**



# Introducing TLG...

**Transforming Lives for Good (TLG) is a national charity that helps churches to bring hope and a future for struggling children. That means getting alongside struggling children, providing practical support in and out of school and connecting with home to bring hope and a future.**

**All over the UK, children are struggling in school for all kinds of reasons and many families are suffering without hope. Nationally, the latest statistics show that:**

- **Children living in poverty are 4 times more likely to get a permanent exclusion from school**
- **More than two thirds of the current prison population were excluded from school**
- **One in six 16-24 year old 'NEETs' (those not in Education, Employment or Training) die within ten years of falling out of the system**
- **1.5 million children are entitled to free school meals in the UK**

**But there is hope.**

**It comes through the local church making a real difference in their community. TLG is passionate about bringing a practical approach that goes way beyond education and works to build strong connections between local churches, families and schools. At TLG, we have a big vision to make the difference in as many children and families lives as possible. We are transforming lives for good!**

# Culture and Values

At TLG, our work is our vocation, giving us a rich sense of purpose. We also believe work can be a great experience and enable people to grow into their full potential. In fact, we are recognised nationally as an exceptional place to work. In 2019, we were named the best charity to work for in the UK by the prestigious Sunday Times Best Organisations to Work for.

This special award highlights all the positives about working at TLG! We love to look after our team and here are some of the great benefits we offer:

- Fun team times away
- Retreat days for staff
- Generous holidays and flexible working arrangements
- Above and beyond recognition for high-performing staff
- Support for staff with counselling and coaching
- Contributions towards training and professional qualifications

## Our Values

Holding to these values is vital in the busy context of our rapid growth – doubling in income and impact over the last four years and with a goal of doubling again in the next 5 years.

- Greater Transformation  
Relentlessly focussed on the main thing (TLG's mission and vision), energised by the challenge, and deliberately missional.
- Relational Leadership  
Bringing out the 'gold' in others, 'leaning in' when it's relationally tough, and humble yet courageous
- Local Church  
Celebrating the Church, grace and patience in partnership, and rooted in the local church community
- Excellence Every Day  
Joyfully exceeding expectations, learning from failure, and knowing uncertainty doesn't throw us
- Vibrant Faith  
Nurturing our own walk with God, following Jesus together even when it's tough, and realising work is mission – so much more than a job

## The Gate

**TLG Reading is a working partnership between TLG and The Gate.**

The Gate is a warm and friendly church with a lively style of worship and a desire to hear & carry out the Word of God. Looking to live out their vision of working as one church and responding to the needs of their community, The Gate is passionate about empowering individuals and encouraging intimacy with God.



# Job Description

<b>Location:</b>	<b>TLG Reading</b>
<b>Salary:</b>	<b>£17,481 FTE – £18,325 (FTE)</b>
<b>Hours:</b>	<b>37.5 per week (term-time only)</b>

## Organisation and Role Context

- **TLG is a national charity with a Christian ethos, working with young people, providing practical support in and out of school and connecting with home to bring hope and a future.**
- **The TLG Centre is an innovative, independent school rated “Good” by Ofsted delivering tailored social and educational interventions for young people. It utilises imaginative curricula and resources, passionate staff and tried and tested methods of engagement to educate young people and transform their lives.**
- **TLG Reading is an education centre, working in partnership with The Gate, supporting young people and families in the community.**
- **Blending a range of teaching and learning skills, and relational skills with the values of a vibrant Christian faith to deliver excellent alternative education.**
- **Part of the TLG Centre team, you will be supporting the Head Teacher to ensure that the centre continues to achieve success.**
- **Working closely together with the TLG Reading team to support the young people in a class and act as a pastoral link for their families.**
- **Assisting with the planning and delivery of lessons, leading sessions as timetabled and providing 1-1 support as appropriate to bring excellence to the young people’s learning experience.**
- **This role will require that you will be in the classroom setting Monday – Friday (exact times to be agreed with the Head Teacher)**
- **Support, development and line management will be delivered primarily by senior staff at the school.**

## Job Tasks

- **Work in partnership with the staff team to plan, resource, and deliver sessions and programmes for the young people, ideally including Creative and/or Fitness**
- **Assist in team teaching.**
- **Share in identifying individual development needs of students and establishing Individual Educational Plans to appropriately meet these needs.**
- **Support senior staff to ensure the suitability of the environment, facilities and premises in line with Health and Safety Policy.**
- **Promote and safeguard the welfare of children and young persons who use the centre.**
- **Support the effective operation of school systems such as sanctions and rewards, and advise, encourage and support young people to engage fully in all aspects of their individual programmes including extra curricula activities where appropriate.**
- **Work as a team to help in tackling issues such as poor behaviour, child protection, substance abuse and other social issues that prevent whole person development.**
- **Foster and develop relationships with parents or carers and encourage active involvement with their child’s programme.**

- **Represent TLG appropriately when dealing with external agencies.**
- **Act as a link with ICT support staff within TLG Administration of various records and monitoring outcomes as required e.g. registration, assessment, moderation, progress tracking and certification.**
- **Participate fully in all developmental opportunities including staff conferences, training and staff meetings.**
- **Engage with internal and external training opportunities to further develop classroom practice.**
- **Support opportunities for young people to explore the Christian faith, including being a link for them between church and school.**
- **Attend, fully participate in and, on occasions, lead daily Christian devotionals and times of worship for the staff team.**
- **Participate in and promote residential trips, involving children from the programmes that TLG are a part of. This includes Faith Residential trips, where young people have an opportunity to explore the Christian faith for themselves.**
- **Be prepared and willing to represent TLG at external events, including Christian exhibitions and festivals, church talks, etc.**
- **Actively promote TLG's regular giving scheme and recruit a number of individuals to become regular 'Hope Givers'.**
- **Attend TLG's Staff Conference three times a year. This includes active participation in corporate Christian prayer and worship and the opportunity to share faith testimonies of young people involved in TLG's programmes.**
- **Take on additional responsibilities and other tasks as your role develops as directed by the Head Teacher.**

# Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• <b>Good general standard of education including as a minimum English and Mathematics GCSE at grade A*-C or equivalent.</b></li> <li>• <b>Full Driving Licence and willingness to travel to meetings as appropriate.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Teaching Assistant Qualification Level 2 (or other equivalent).</b></li> <li>• <b>An appropriate teaching or lifelong learning qualification or willingness to work towards one.</b></li> <li>• <b>First Aid qualification.</b></li> <li>• <b>Ability to lead creative</b></li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• <b>Ability to relate to people from a variety of backgrounds and put them at ease.</b></li> <li>• <b>Understand broad issues impacting young person's ability to participate in learning and self-improvement</b></li> <li>• <b>Possess proven skills and strategies for engaging effectively with young people and supporters/carers in achieving recognisable outcomes.</b></li> <li>• <b>Engaging young people within a classroom setting</b></li> <li>• <b>Some knowledge of the issues facing the community in which the centre is based.</b></li> <li>• <b>To possess good communication effective written, verbal and listening skills.</b></li> <li>• <b>Positive approach to managing young people's behaviour.</b></li> <li>• <b>Ability to act as a positive role model.</b></li> <li>• <b>Effective time management and ability to organise and prioritise own work load and keep to deadlines.</b></li> <li>• <b>Evidence of effective ICT skills.</b></li> <li>• <b>Ability to work as part of a team and deliver outcomes as directed by a senior member of staff.</b></li> <li>• <b>Highly effective personal leadership and ability to act as a role model for the culture of excellence and the values of TLG.</b></li> <li>• <b>Commitment to actively pursue ongoing personal and professional development of themselves in order to enhance the contribution to TLG.</b></li> <li>• <b>Working knowledge and understanding of local church culture across the UK.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Possess proven skills and strategies for engaging with young people and their carers to achieve improved outcomes.</b></li> <li>• <b>Some experience in dealing with the pastoral issues young people may face.</b></li> </ul>

Experience	<ul style="list-style-type: none"> <li>• <b>A minimum of one year's relevant teaching or youth work experience.</b></li> <li>• <b>Proven track record of working with young people aged 11-16 years.</b></li> <li>• <b>Delivery of group and individual learning activities in inventive and creative ways.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>At least two years' experience of engaging effectively with young people in a school/ education setting.</b></li> </ul>
Christian Lifestyle	<ul style="list-style-type: none"> <li>• <b>Commitment to actively pursue ongoing spiritual development of themselves and colleagues within the life of a local church in order to enhance the contribution to TLG.</b></li> <li>• <b>Attend and participate fully in devotions, prayer meetings and staff conferences to enhance the spiritual relationships within the team.</b></li> <li>• <b>Able to work sensitively with those of different cultures and faiths whilst having their own strong and vibrant Christian faith and commitment to Equal Opportunities.</b></li> <li>• <b>To be an active part of a church family.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Attends or is willing to support The Gate Youth Team.</b></li> </ul>
Additional	<ul style="list-style-type: none"> <li>• <b>Play an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG Hope Giver scheme</b></li> <li>• <b>Complete an enhanced DBS check prior to employment, which reveals no reason for the applicant being unsuitable to work with young people</b></li> <li>• <b>Provide 3 referees – at least one referee needs to represent Christian commitment. References will be taken up after shortlisting.</b></li> <li>• <b>Provide evidence of qualifications and suitability to work in the UK and appropriate qualifications.</b></li> <li>• <b>Promote and safeguard the welfare of children and young persons.</b></li> </ul>	

# Application Process

All applicants are directed to apply online through our website [www.tlg.org.uk/jobs](http://www.tlg.org.uk/jobs).

Please go to our jobs page, and then download the application pack by entering your details. You will then be able to access an online application form which you can work at online at any point, and your details will be saved every time you log off. Please specify clearly how you meet the person specification (using the headings provided in the person specification), with special emphasis on how your faith relates to all aspects of your working life.

If you have any problems with the online application process, please contact [recruitment@tlg.org.uk](mailto:recruitment@tlg.org.uk) and someone will get back to you as soon as possible.

We would welcome applications from candidates from diverse backgrounds to enable us to better reflect the needs of the communities we serve.

**The deadline for applications is 5pm, Sunday  
28<sup>th</sup> February 2021.**

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