



# Sheldon School

BE KIND | BE BRAVE | BE THE BEST YOU



## Teaching Assistant Candidate Pack

# Welcome

from the Headteacher



Dear Prospective Candidate,

We are pleased to invite you to apply for the position of Teaching Assistant at Sheldon School. At Sheldon, we pride ourselves on being a family where strong relationships are central to our community. Our inclusive ethos ensures that every student feels safe and supported, enabling them to thrive regardless of their social background, academic ability, or special educational need. If this resonates with you, we encourage you to explore this opportunity further.

Sheldon School is a standalone academy with approximately 1,650 students, making it one of the largest secondary schools in Wiltshire. As a co-educational secondary school and sixth form for students aged 11 to 18, we have been an Academy since April 2011. Our recent Ofsted inspection in March 2024 recognised us as "Good" in all areas.

Since joining as Headteacher last year, I have been both proud and excited by the progress we have made. We are committed to continuous improvement and have established a foundation for meaningful change, focusing on enhancing teaching and learning while fostering a culture of collaboration and high expectations.

At Sheldon, we take pride in our inclusive ethos and the comprehensive opportunities we provide for student development.

We sincerely hope you will consider this important role and join us on our journey of improvement. If you would like to discuss the position further or visit the school, I would be delighted to meet with you personally.


We look forward to receiving your application.



**Mr Peter Lynch**  
Headteacher



# Our Vision

A young girl with dark hair in small buns, wearing a dark blue school uniform with a crest, is looking through a microscope. Other students are visible in the background, also in school uniforms.

To provide high-quality education, enrichment and pastoral care that improves the life chances of all students.

- Sheldon school is a family, where high quality relationships are at the heart of everything we do. We ensure that all students feel safe and cared for.
- We aim to ensure that every student can thrive regardless of social background, academic ability or special educational need.
- We recognise that education is more than what happens in the classroom and are rightly proud of the experiences students will receive through our extra- curricular offer, trips and visits.
- We pride ourselves on having the highest expectations of all students and staff.
- We are passionate about working together with parents and our wider community to ensure success for all our pupils.
- We are kind, brave and try our best at all times.

# Our Values

## BE KIND

We are thoughtful and considerate about how we treat ourselves and others. We always have good manners and we show gratitude towards others.

## BE BRAVE

We are confident and resilient learners who contribute in lessons. We don't make excuses and we accept that we make mistakes, but we learn from them.

## BE THE BEST YOU

We give 100% each and every day to be the best we can be. We believe that success comes through hard work.



# Job Description

## Teaching Assistant

**Postholder:** Teaching Assistant

**Line Manager:** Teaching Assistant Manager

**Salary/Scale of Post:** D/E Scale points 4-8 (£25,185 - £26,989 Full Time Equivalent)

Actual starting salary of £9,806.67 per annum.

**Working Pattern:** 16.75 hours per week over 3 days\*, 39 weeks per year (117 days per year) and 44.85 paid weeks.

\*Exact days to be discussed at interview

### Post Purpose

The post holder is responsible for assisting in the support and inclusion of pupils with special educational needs. They will be responsible to the SENDCO through the Teaching Assistant Manager.

The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below in the assumption that all usual associated routines are included in the post description.

### Main Duties & Responsibilities

Teaching Assistants will be required to undertake the following duties.

- To develop a knowledge of a range of learning support needs in order to support pupils in class which could include pupils with physical or sensory needs, difficulties managing behaviour due to Social, Emotional and Mental Health needs (SEMH), English as an additional language, and other specific learning difficulties.
- To support pupil's learning in class, small groups or 1-2-1 work.
  - Clarifying teacher's instructions
  - Motivating pupils to engage in work set.
  - Developing resources where required.
  - Supporting in weaker areas e.g. language, reading, spelling, writing and presentation.
  - Prompting pupils to concentrate on work set whilst developing independent learners.
  - Liaising with class teacher and/or SENDCo.
- To develop methods of promoting and reinforcing the pupil's self-esteem, inclusion and behaviour development;
  - To encourage an acceptance and inclusion of the pupil with special educational needs.
  - Develop methods to promote pupil independence in and out of the classroom environment.
  - Establish supportive relationships with pupils.
  - Reinforce Sheldon School ethos and procedures.
  - To accompany pupils on school trips
- To develop professional working relationships with all colleagues, support staff and teaching staff.
- To understand the language of EHCP, Learning Plans, and other key documents.



## Main Duties & Responsibilities (continued)

- To undertake physical tasks relating to the general care of specific pupils, which may include helping with changing in PE and manual handling.
- To support the delivery of SEN interventions along with other aspects of the National Curriculum.
- To provide specific Access Arrangements for pupils preparing for and taking public examinations.
- To attend relevant in-service related training, including Staff Development Days.
- To be able to use faculty and school-based monitoring systems e.g. SIMS, Epraise and CPOMS.

## Associated Duties

This job description is intended as a guide to the general duties required of the post. The postholder may be required to undertake

Post holder are also,

- Responsible for promoting and safeguarding the welfare of children and young persons that you might come into contact with during the course of your day-to-day activities around the school site.
- Be asked to carry out any other reasonable instructions given by the Headteacher, the SENDCO and TA Manager
- All duties must be carried out complying with:
  - The Health & Safety at Work Act
  - Act of Parliament, Statutory instruments and regulations, as well as other legal requirements
  - Relevant nationally agreed Codes of Practice
  - Disability rights Act and SEN Discrimination Act
  - The General Data Protection Regulations (GDPR)

## Health and Safety

All employees are required to adhere to all health and safety regulations, guidance and procedures at all times. All employees are responsible for their own health and safety and for that of others who may be affected by their acts, or omissions.

## Data Protection

All employees are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to you in September. All staff are required to read these policies annually and to adhere to them.

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# Person Specification

## Teaching Assistant

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"><li>English and Mathematics to grade 4/C GCSE or equivalent level</li><li>Good ICT skills</li></ul>	<ul style="list-style-type: none"><li>Some knowledge and understanding of SEND issues</li><li>Knowledge &amp; understanding of other language(s)</li><li>Able to offer support across a good range of subjects</li></ul>
Experience	<ul style="list-style-type: none"><li>Able to work successfully in a team</li></ul>	<ul style="list-style-type: none"><li>Some experience of working within a mainstream school, paid or voluntary</li><li>Experience of working with behaviourally challenging pupils</li><li>Some experience of working with children, especially of secondary school age</li><li>Experience of working with Hearing Impaired and/or Visually Impaired students</li></ul>
Skills and Attributes	<ul style="list-style-type: none"><li>Good communication skills, written and oral</li><li>Ability to show initiative</li><li>Personable, professional, approachable and courteous at all times</li><li>A quick learner</li><li>Ability to demonstrate a proactive approach and show initiative</li><li>Able to form and maintain professional relationships and boundaries with young people and adults</li></ul>	<ul style="list-style-type: none"><li>Able to manage the behaviour of pupils to promote and maintain order and a calm working environment</li></ul>

# Person Specification

## Teaching Assistant

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"><li>• An interest in education</li><li>• Helpful and positive nature with a can-do attitude</li><li>• Well organised with an ability to remain calm under pressure</li><li>• Committed to the progress and achievement of SEND students</li><li>• Ability to be flexible and have an adaptable attitude to work and role when circumstances demand</li><li>• Energy, enthusiasm and resilience</li><li>• Understands the importance of confidentiality with high levels of integrity</li><li>• Non-judgemental</li><li>• Good sense of humour</li></ul>	
Safeguarding	<ul style="list-style-type: none"><li>• Ability to demonstrate an understanding of safeguarding responsibilities</li></ul>	
Other	<ul style="list-style-type: none"><li>• Understand and be able to demonstrate a commitment to, Equal Opportunities and Diversity</li></ul>	

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

# How to Apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link.

<https://mynewterm.com/school/Sheldon-School/136632>

**Please note:** CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school. Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

## Safeguarding Statement

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note: Any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

In line with KCSIE 2025 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



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