



Avening Primary School

Respect, Engage, Aspire, Collaborate, Hope



Teaching Assistant (SEN)

THE ATHELSTAN TRUST



AVENING PRIMARY SCHOOL

T: 01453 833191

admin@avening.gloucs.sch.uk

www.avening.gloucs.sch.uk



A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625



Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of five secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans

Chief Executive Officer

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Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

Internal career opportunities

Personalised professional development and training

Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Nationally negotiated cost of living pay

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

Discounts at local gyms

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Staff at Avening aim to be excellent facilitators of learning, creating successful lifelong learners, and we are looking for an enthusiastic and inspiring practitioner to join our happy and reflective team.

Our shared set of school values underpins all we do:

Respect	Engage	Aspire	Collaborate	Hope

At Avening Primary School, children, staff and governors aim to treat everyone with respect. Resourceful, resilient and reflective, we will engage in our learning and aspire to be the very best that we can be. As a community of successful learners, we will collaborate to make our world a better place to live and learn. We look forward to our futures with hope.

Together we'll fly.

At Avening Primary School we have a dedicated team of staff and governors, for whom the well-being and progress of every child is central. We believe that school should be an exciting, engaging and safe place to learn, filled with positive relationships and a sense of optimism; every individual should be encouraged to be the very best that they can be. Education at Avening Primary School is about fostering in children a lifelong love of learning, as well as helping them to develop into resilient, reflective and responsible individuals with high self-esteem.

Avening School is situated in the heart of the village. The school has four classes accommodating pupils from 4-11 years old. We have two playgrounds, the use of a field a short distance from the school, as well as a large school garden. The village hall next door is used for lunch and activities needing more space.

Our warm and caring team is committed to providing the very best possible education for every child, within our inclusive, stimulating and nurturing environment. Our ethos is one of mutual support, understanding and respect for others. Children, parents, carers, staff and governors work in close partnership to ensure that all children are happy, feel valued and are able to thrive.

There are currently 107 pupils on roll. We have mixed year classes with four classes – The Owls, The Hawks, The Kestrels and The Eagles – from EYFS to Year 6.

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Teaching Assistant (SEN)

Salary:	Point 6-8 (£25,989 - £26,824 FTE) Actual Salary £15,036.72 - £15,519.84
Hours available:	5 hours a day
Closing date:	8 October 2025
Interview date:	13 October 2025
Location:	Avening Primary School

Avening Primary School is looking to recruit a Teaching Assistant to support children with special educational needs across the school.

As Teaching Assist (SEN), you will work as part of a team to support children with a range of additional needs. The role will require you to be flexible and creative, with an ability to adapt your approach to meet the needs of the children.

The Athelstan Trust is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this obligation. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

We are a flexible working employer, and we are willing to consider any reasonable adjustments you require so please ask us during your interview.





JOB DESCRIPTION

Post Title: Teaching Assistant (SEN)
Grade: Grade 6-8
Hours: 5 hours a day, term time only

JOB PURPOSE

- To support the teaching staff with their responsibility for the development and education process by providing care and supervision skills to children including those who have additional needs.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction and control of the classroom teacher:

- Actively support the learning of individual children or groups in activities set by the teacher
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical, academic, social and emotional development
- Keep children on task and spot early signs of bullying and/or disruptive behaviour
- Monitor individual pupil's problems and developmental needs and be prepared to report these to the designated supervisor as appropriate
- Assist individuals in educational, physical and social needs
- Help children to become more independent learners
- Cover the class on occasions as part of a teaching team

Support the class teacher by:

- Providing support across the curriculum
- Providing support as requested for children with special education needs or disabilities
- Carrying out work under the guidance of the teacher
- Undertaking work set by the class teacher and help children to reach their targets
- Being involved at whole class level and assisting in the planning of work programmes for individuals or groups of children
- Carrying out interventions as required by the class teacher

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- Providing feedback to teachers
- Liaising with parents as required

Support the school by:

- Keeping school matters confidential at all times
- Attending support staff meetings in school time
- Implementing school behaviour policies
- Encouraging children to maintain the ethos of the school
- Taking part in any appropriate training opportunities

QUALIFICATIONS/EXPERIENCE

Relevant qualifications/experience – NVQ Level 2 or 3 or equivalent

SUPERVISORY RESPONSIBILITY

To supervise individuals/ groups when necessary as part of a teaching team

SPECIAL CONDITIONS

Term time only. Inset Day working required. Leave to be taken when school is not in session.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Avening Primary School is an equal opportunities employer, committed to safeguarding and promoting the welfare of all our children. We expect all staff and volunteers to share this commitment. All appointments will be subject to an enhanced DBS check and excellent references, including a candidate's suitability to work with children, prior to appointment. The post is not exempt from the Rehabilitation of Offenders Act 1974. Therefore all convictions, including those usually considered spent, must be declared.





PERSON SPECIFICATION: Teaching Assistant (SEN)

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Basic skills in numeracy and literacy, (GCSE Grade 4 or equivalent)	NVQ Level 2 qualification in Supporting Teaching & Learning in Schools or equivalent childcare qualifications Other relevant professional training
Experience	Commitment to relevant training and a desire to work with primary aged pupils	Experience of working in a primary school for a minimum of one year Experience of working with children with additional needs, including those with SEN plans Experience of teaching phonics and early maths
Knowledge	Commitment to every child making progress at an appropriate pace Calm, patient and friendly manner towards all children in all circumstances Suitability to work with children. The post holder must have enhanced DBS clearance to carry out this role and be responsible for the promoting and safeguarding the welfare of children s/he is responsible for, or comes into contact with	Willingness to participate in the wider life of the school Knowledge of the Graduated Pathway – EHCPs and My Plans
Skills & Ability	Ability to work flexibly as a member of the team Commitment to the importance of a high quality education for all children	





	Good level of personal presentation, time management skills and attendance	
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