



The **GALLERY** TRUST



A community of special schools



**TA Candidate
Information Pack
2025/26**



Springfield School

Belonging. Possibility. Growth.

Thank you for your interest in joining Springfield School.

Springfield is a specialist school for children and young people aged 4–16 with Severe and Profound Learning Difficulties, Autism and complex needs. Every pupil has an Education, Health and Care Plan, and every pupil deserves a curriculum and environment designed around their individual strengths and needs.

At Springfield, the child is at the heart of everything we do.

Our purpose is clear:

To ensure every pupil develops the communication, confidence, independence and functional skills needed to live a safe, meaningful and fulfilling adult life. Preparation for adulthood underpins all of our work, from Early Years through to Key Stage 4.

Our Values are woven into our Emblem. Our values are not words on a wall. They guide how we treat each other and how we teach.

Belonging

The flowing blue spring represents community and inclusion.

Every child belongs. Every member of staff belongs.

We create environments where pupils feel safe, understood and valued — and where staff feel supported and respected.

Possibility

The purple layers reflect ambition and hope.

We believe in what is possible for every pupil, every day. Progress may look different here — sometimes it is a new sound, a calmer transition, or a moment of shared attention — but it matters deeply.

We are equally ambitious for our staff.

Growth

Inspired by the Cotswold hills, green symbolises development and independence.

Learning is a journey for pupils and adults alike. We are reflective, open to learning and committed to continual improvement.

Why Join Springfield as a Teaching Assistant?

Teaching Assistants at Springfield are central to pupil success. You will not be an “extra pair of hands.” You will be a key adult in a child’s life. You will:

- Support communication for pupils who may not yet use words
- Help children regulate, feel safe and engage in learning
- Work alongside teachers, therapists and senior leaders
- Be part of a team that plans and reflects together
- See the direct impact of your support every day

This work is meaningful. It is challenging. It is incredibly rewarding.

What Is in It for You?

Purpose

You will do work that truly matters. Every small step forward is significant.

Support

You will never be expected to manage complex needs alone. Teamwork is fundamental at Springfield. Professional Development

We invest in high-quality training in:

- Communication strategies
- Autism and sensory approaches
- Positive behaviour support
- Medical awareness
- Physical intervention and safety

Many of our Teaching Assistants progress into specialist roles, teacher training or leadership pathways.

We care about staff wellbeing. We want people who want to be here — who share our values and want to grow with us.

Who Thrives at Springfield?

We are looking for people who:

- Believe deeply in inclusion and dignity
- Are calm, patient and reflective
- Can work collaboratively
- Want to make a long-term difference
- Are open to learning and developing their practice

You do not need to have worked in a special school before.

You do need empathy, resilience and a genuine commitment to our pupils.

Springfield School is part of The Gallery Trust, a specialist multi-academy trust dedicated to improving outcomes for learners with SEND across Oxfordshire.

If you are looking for a role where you can grow professionally, be part of a strong team, and make a meaningful difference, we would love to hear from you.

We warmly welcome visits prior to application. Come and see what makes Springfield special.

Best wishes,

Karen Fourie
Headteacher

Teaching Assistant
Grade 6 (points 8 – 13)
£20643.61 to £22368.30 [FTE Salary £26824.00 to 29065.00]
8:15 / 8:30am - 3:15 / 3:30pm (plus 1 hour meeting weekly) Monday to Friday
38.6 weeks per year, term time only and 3 INSET days)
Contract type: Permanent Full time to start as soon as possible

A Teaching Assistant role at Springfield School is rewarding, exciting and challenging. If you share our passion for making a real difference to the lives of children and young people with special needs this could be a great role for you. Previous special school experience is not necessary, but it is essential you fully share our values.

Application Process

To apply for this post, please visit **my new term**.

Please submit your application form by **27th March 2026**.

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

Springfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds

Benefits of working at Springfield School, part of The Gallery Trust

Professional development opportunities

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

Wellbeing

- The opportunity to be a key member of a friendly and supportive staff team, dedicated and committed to improving outcomes for students
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Cycle to work Scheme

Facilities

- Free car parking and cycle storage

The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Artemis Academy, Faringdon, opening January 2027
- Bardwell School, Bicester
- Bloxham Grove Academy
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals. The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

Teaching Assistant

Job Description

Main Purpose of the job:

- To uphold and work towards the school's vision, values and aims, supporting the school's ethos and mission.
- To support the teacher and colleagues with the organisation and teaching of individual educational programmes, behaviour support and well-being of pupils.
- To be a positive member of the school team.
- To enable pupils and their parents/ careers to make the most effective use of the educational opportunities offered.
- To participate in personal professional development to support your own job effectiveness and to support the priority areas identified in the School Development Plan.
- To support and encourage opportunities for integration and inclusion wherever appropriate.

Applicable contract terms and duties

This job description is to be performed in accordance with the duties set out by the school for Teaching Assistants and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Key Tasks

The specific areas of responsibility for TAs will depend upon which class they are based in and they should follow guidance from the class teacher. Tasks can include:

- Support the teacher in creating an organised and vibrant learning environment.
- Support pupils in their learning under the direction of the teacher.
- Assist the class teacher with observations of pupil progress and school's record keeping systems including the filing of children's work.
- Support pupils to work on individual educational priorities [IEPs] and assist the teacher with the recording and setting of objectives.
- Preparation of the classroom for pupils 'activities, tidying and clearing away, cleaning of equipment and help maintain an ordered and attractive classroom.
- Creating a Total Communication environment with support from the teacher
- Supporting pupils in mainstream classes where appropriate under the guidance of the teacher.

- Taking responsibility for the class or a group of pupils, with guidance from the teacher when the teacher is not in the room e.g. break time, Hydro swim, or meeting with other professionals, appraisals etc for no longer 3 hours.
- Being committed to working with pupils with special needs including those that display behaviours of concern and have a range of learning difficulties.
- Carrying out personal care of pupils. This may include cleaning and changing nappies/pads, using a catheter, washing or showering pupils, teeth cleaning etc. Assist with the development of toileting, which can include following individual toileting programmes.
- Assist with the development of feeding, which can include gastrostomy feeds.
- Administering medication or carrying out complex care procedures in line with individual protocols after training by the school nurse.
- Moving and handling of pupils including the use of hoists, carrying out physiotherapy and OT programmes as advised by the class teacher, physiotherapist and OTs.
- Support pupils to develop self-help, social and emotional skills.
- Work as part of a team to support and manage pupils' behaviour by following the school's positive behaviour policy and individual pupils' positive behaviour support plans. This may include recording on behaviour and undergoing behaviour support and physical intervention training.
- Have knowledge of and always follow the School's Health, Safety and Well-Being and Safeguarding policies, procedures and guidelines to ensure pupils safety and well-being at all times.
- Maintaining good working relationships with colleagues, parents, professionals and other agencies.
- Treat all information concerning pupils and school matters as confidential at all times.
- Attend all required Health, Safety and Safeguarding training courses either after school or on INSET days and attend continuing professional development training.
- Assisting pupils at the swimming pool by working with or supporting them in the water (the ability to swim is not essential).
- Drive the minibus if authorised by the LA (not compulsory) ensuring pupil safety by using specialised fixings for wheelchairs and use of seatbelts.

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher. The Headteacher, or other Senior Leaders if appropriate, will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation.

**Selection Criteria
Teaching Assistant, Springfield School**

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> ● Grade 4 at GCSE in Maths and English (C on old scaling), or equivalent, or suitable equivalent experience 	<ul style="list-style-type: none"> ● First Aid Training
Experience	<ul style="list-style-type: none"> ● Experience of working with young children / children with SEN or experience of supporting young people and/or adults with learning difficulties 	<ul style="list-style-type: none"> ● Experience of working with pupils with SLD, PMLD and/or ASC ● Experience of supporting pupils who may display behaviours of concern ● Experience of working in a school/educational environment ● Experience of developing learning materials for pupils with additional needs ● Experience of supporting pupils to use augmentative and alternative communication (AAC) ● Experience of recording pupils' learning ● Experience of medical interventions such as gastrostomy tubes ● Knowledge of epilepsy
Professional Knowledge & Skills	<ul style="list-style-type: none"> ● An understanding of how pupils learn best ● Working knowledge of different communication systems ● Knowledge of safeguarding and how this applies to a school context ● Understanding of the stages of child development ● An understanding of the key elements of excellent teaching and learning for pupils with SEND ● Basic IT skills ● Have a commitment to personal and professional development ● Good communication skills – both verbal and written 	<ul style="list-style-type: none"> ● Ability to use IT to support pupils' learning

	<ul style="list-style-type: none"> ● Ability to work with individual pupils, small groups and the whole class ● Knowledge of the benefits of play in learning ● Knowledge of behaviour support strategies and confidence to support pupils who display behaviours of concern. ● A willingness to complete training and follow a Behaviour Support Plan, where necessary using restrictive physical intervention ● Ability to carry out manual handling, personal care and to support the pupils in the swimming pool 	
Personal Skills and Qualities	<ul style="list-style-type: none"> ● Willingness to support all pupils, in any Key Stage across both school sites ● Ability to work effectively as part of a team ● Ability to use own initiative and deal with challenges in a range of settings ● Ability to follow direction from colleagues 	<ul style="list-style-type: none"> ● Willingness to attend residential visits