



# TENBURY HIGH

ORMISTON ACADEMY



*A role at Tenbury High Ormiston Academy offers a future working with extraordinary children within an exceptional team.*

**JOB TITLE:** Teaching Assistant – 30 hours per week term time only plus 5 training days a year

**START DATE:** As soon as possible

**SALARY:** £17,026



Tenbury High Ormiston Academy, Oldwood Road, Tenbury Wells, WR15 8EJ

[www.tenburyhighormistonacademy.co.uk](http://www.tenburyhighormistonacademy.co.uk)

T: 01584 810304





## Teaching Assistant

Tenbury High Ormiston Academy is a truly unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. It is part of Ormiston Academies Trust (OAT) which is one of the largest not-for-profit multi-academy trusts in England. OAT's mission is to become the Trust that makes the biggest difference, both inside and outside the classroom. This aligns with Tenbury High's vision of High Achievement Outstanding Care.

Our pupils at Tenbury High are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be. In a very recent Ofsted inspection, inspectors described our pupils as confident, polite and pleasant. Inspectors recognised leaders were ambitious in all aspects of school improvement and have led and embedded significant and impressive change across all aspects of school life.

"Leaders and staff want the best for all their pupils and convey this through their positive interactions, both around the school and in lessons. "(Ofsted 2024)

"Leaders, staff and pupils are all rightly proud of their school and of all the improvements that they have made together over the past few terms  
"(Ofsted 2024)

**We are seeking to appoint an enthusiastic and dedicated Teaching Assistant to join our successful and ambitious academy.**

Tenbury High Ormiston Academy has many exceptional features and is a great place to work.

- Our pupils who are happy, well behaved, positive in outlook and genuinely proud of the academy.
- Staff and pupil relationships are excellent.
- We have a stable and very committed, welcoming and hardworking staff.
- Our staff teams work collaboratively and supportively to provide the best provision for our pupils.
- We offer an innovative, effective and bespoke CPD model providing regular opportunities for professional development.
- We have a highly supportive and engaged board of governors and an equally supportive local community and multi academy trust.

We hope that you will apply if you:

- have a positive, caring and inclusive outlook.
- can work well under pressure.
- enjoy a challenge and making a difference to the life chances of all our pupils.
- set high standards and inspire pupils and staff to meet them.
- want the very best for pupils at the school.

Please visit the school website [tenburyhighormistonacademy.co.uk](https://tenburyhighormistonacademy.co.uk) to find out more about us.



# TENBURYHIGH

## ORMISTON ACADEMY

Oldwood Road, Tenbury Wells  
Worcestershire WR15 8XA  
Tel: 01584 810304  
Email: [admin@tenburyhigh.co.uk](mailto:admin@tenburyhigh.co.uk)

Principal: Mrs V Dean  
Vice Principal: Mrs D Wall  
Assistant Principal: Mr A Wilks



A Specialist Science and  
Mathematics College

March 2026

Dear Applicant

### Teaching Assistant – Permanent to start asap

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Thank you very much for the interest that you have shown in the above post at Tenbury High Ormiston Academy.

We are a truly unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. Our pupils are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be.

We are looking to appoint an enthusiastic, dedicated, and compassionate Teaching Assistant. The role involves working in close collaboration with subject specialist teachers to provide high-quality in-class support, ensuring that pupils achieve high standards. In addition, the role will include delivering targeted interventions to help pupils make strong progress.

This is a unique and rewarding opportunity to make a real difference in the lives of pupils with special educational needs, supporting both their academic achievement and their wider personal development within a supportive and inclusive school community.

The ideal candidate will have experience of working in educational settings and an understanding of the requirements of the National Curriculum and GCSE syllabuses. Experience of working with pupils with special educational needs is desirable, but the right personal qualities – high expectations, empathy, and compassion – are essential.

Our academy is a popular choice for children with special and additional learning needs. Numbers of pupils on roll with an EHCP or in receipt of SEN support are above local and national averages. The SEN team consists of our SENCO who leads a committed and dedicated support team of 8 including 5 permanent teaching assistants, 1 apprentice and two Assistant SENCOs. This team contributes significantly to the provision for all children but, in particular, for those with special and additional needs, working alongside teachers and pastoral support to ensure the very best care and provision for some of our most vulnerable children.

We would encourage all prospective candidates to visit the academy to tour and meet with other members of the staff and our pupils, please contact Christine Sheppard [csheppard@tenburyhigh.co.uk](mailto:csheppard@tenburyhigh.co.uk) if you wish to arrange this. In addition, I encourage you to visit our website; take a look at our Facebook page and email our SENCO – Mrs Marie Bradbury - [mbradbury@tenburyhigh.co.uk](mailto:mbradbury@tenburyhigh.co.uk) if you have any specific questions.

I am grateful for the interest that you have shown and would urge you to apply for the post by completing the application on mynewterm.

Please note that the closing date is **Friday 20<sup>th</sup> March 2026** and we expect to hold interviews the following week.

I do understand the effort required to submit an application and appreciate the time that you will take to do so.

Regards

Vicki Dean  
Principal

# **JOB DESCRIPTION**

**Post Title:** Teaching Assistant

**Hours:** 30 Hours per week, Term Time Only

**Responsible to:** SENCo

**Responsible for:** Pupils in their care

## **MAIN PURPOSE OF JOB**

The role involves working alongside the SENCO to:

- Provide pupils with a flexible balance of high-quality in-class support, working alongside subject teachers, as well as targeted small-group or 1:1 interventions outside the classroom. This will involve working in close collaboration with subject specialists and other professionals, such as specialist teachers and Speech and Language Therapists.
- Contribute to the delivery of individualised learning programmes by adapting and personalising subject schemes of learning and specialist SEN interventions, in order to promote pupils' educational achievement, emotional well-being, and social development.
- Provide learning activities, resources and support for the individual pupil outside of the classroom.
- Establish and maintain relationships with the pupil's parents, including attending review meetings and transition planning meetings.

To carry out tasks as reasonably directed by the Senior Leadership Team and SENCo

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Support for the pupil:**

- Guide and support the pupil in their personal, emotional and social development.
- Encourage the pupil to interact with others and engage in learning activities led by subject specialist teachers.
- Promote the safe and careful use of equipment e.g., in practical catering lessons.
- Select and adapt appropriate resources to promote the achievement of agreed objectives/targets.
- Provide access arrangements in assessments and 'mock' exams. Work closely with invigilators for external exams to ensure the emotional well-being of the pupil.
- Pre-empt situations in school that the pupil may find challenging and work proactively to remove potential obstacles and hurdles.
- Supervise and support the pupil to ensure they are safe and encouraged to access learning.
- Encourage the pupil to act independently as appropriate.
- Exchange information between the different people and organisations working with the pupil e.g., SENDIASS, Further Education institutions, tutors, mentors.
- Promote the inclusion and acceptance of all pupils.

### **Support for the Teacher:**

- Prepare learning spaces as directed for lessons and clear afterwards and where appropriate assist with the display of the pupil's work.
- Be aware of pupil problems/progress/achievements and report to the teacher and SENCO as agreed.
- Undertake pupil record keeping as requested.

- Support the teacher in managing the pupil's behaviour, reporting difficulties as appropriate.
- Provide clerical/administrative support relevant to the pupil e.g., photocopying, typing, and filing.

### **Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure the pupil has equal access to opportunities to learn and develop.
- Contribute to the overall ethos, vision and aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings and training as required.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Assist with the supervision of pupils during social time.
- Accompany teaching staff and the pupil on educational visit, and out of school activities as required.

### **Additional Responsibilities**

This job description is not necessarily a comprehensive definition of the post. The post-holder is expected to carry out any other tasks that the Principal, line manager or senior staff may from time to time reasonably require. The nominal hours attached to this post are 24 hours per week though additional hours paid on a casual basis may be required especially during academy holidays. It is a requirement of this post that personal holidays are arranged to coincide with academy holidays. This job description allocates duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

## PERSON SPECIFICATION - TEACHING ASSISTANT

AREA	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	EVIDENCE
<b>Training and Education</b>	<ul style="list-style-type: none"> <li>• Relevant TA/SEN qualification</li> <li>• GCSE grade C/4 or above in Maths and English (or equivalent)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of professional development e.g., First Aid, other training courses</li> <li>• Willingness to undertake further training.</li> </ul>	Application form and letter Interview
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of supporting young people with anxiety, autism, and sensory processing difficulties.</li> <li>• Good literacy, numeracy, and IT skills.</li> <li>• Effective communication skills e.g., able to give verbal instructions using clear/unambiguous, concrete language.</li> <li>• Ability to read subtle non-verbal indicators.</li> </ul>	<ul style="list-style-type: none"> <li>• Creative skills</li> <li>• Prior experience of working with children</li> </ul>	As above
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A sense of humour, warmth, energy, stamina and resilience.</li> <li>• Ability to be sensitive to the needs and feelings of others.</li> <li>• Motivated and able to use initiative.</li> <li>• Ability to use judgement and common sense.</li> <li>• Approachable.</li> <li>• Good team player.</li> <li>• High expectations of self and children.</li> <li>• Positive use of discipline.</li> <li>• A willingness to work with young people and adults.</li> <li>• Ability to prioritise.</li> <li>• Ability to work on own initiative.</li> <li>• Reliable and trustworthy</li> <li>• Honest</li> <li>• Flexible approach to work</li> <li>• Ability to supportive</li> <li>• Professionalism</li> <li>• Able to participate fully in the life and work of the academy.</li> </ul>		As above

Tenbury High Ormiston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and you will be required to declare whether you have any criminal convictions. Tenbury High Ormiston Academy is an equal opportunities employer and welcomes applications from all sections of the community. All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, Prohibition check, two references and enhanced DBS check including Children's Barred List.