

TENBURY HIGH

ORMISTON ACADEMY



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

JOB TITLE: Apprentice Teaching Assistant – 30 hours/week (term time only)

START DATE: 1st September 2026

SALARY: 30 hours per week, term time plus 5 training days:
First year apprentice rate - £10,158.53 (FTE £14,565.87) raising to national living wage after 12 months

Fixed Term Contract for Four Terms



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

www.tenburyhighormistonacademy.co.uk

T: 01584 810304





Apprentice 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 who educate over 30,000 pupils across six English regions, in 31 secondary schools, seven primary schools and one special school. It is one of the longest established trusts and has been sponsoring academies since 2009. OAT's mission is to become the Trust that makes the biggest difference, both inside and outside the classroom.

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. We are an inclusive school at the heart of our community, where relationships between staff and pupils are warm, and where leaders and staff consistently demonstrate their high aspirations and care for all pupils through positive interactions both in lessons and around the school.

We are excited to offer the opportunity to join our dedicated team as an apprentice Teaching Assistant—a role that promises both challenge and reward within a supportive and forward-thinking school environment.

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

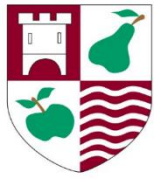
Tenbury High Ormiston Academy has many exceptional features and is a great place to work.

- Our pupils who are happy, well behaved, positive in outlook and 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 deliver outstanding pupil outcomes and have growing pupil numbers;
- Pupil achievement and attainment is consistent and significantly above national averages

We hope that you will apply if you:

- enjoy working with children
- have a positive, caring and inclusive outlook;
- are driven to be the best you can be
- enjoy a challenge and value making a difference to the life chances of all our pupils
- are a team player
- set high standards and strive to meet them

Please visit the school website 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

Principal: Mrs V Dean
Vice Principal: Mrs D Wall
Assistant Principal: Mr R Davies
Assistant Principal: Mr K Williams



A Specialist Science and
Mathematics College

June 2026

Dear Applicant

Apprentice Teaching Assistant to start 1st September 2026

Fixed Term Contract – Contract for Four Terms - 30 hours/week – term time only

£10,158.53 (FTE £14,565.87) raising to national living wage after 12 months

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 Apprentice Teaching Assistant to start in September.

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 growing team who are committed and dedicated consisting of TAs, Assistant SENCOs and two apprentices. 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.

During your four terms in post, you will complete a Level 3 in Teaching and Supporting in Learning through on-the-job experience; additional remote training and assignments. You will be supported in your qualification by staff in school as well as externally by the course provider.

I would encourage all prospective candidates to visit the academy to tour and meet with other members of the staff and our pupils. Please contact Mrs Sheppard (Office Manager and PA) if you would like a tour of the school (csheppard@tenburyhigh.co.uk) or, alternatively, please contact Marie Bradbury (SENCO) on mbradbury@tenburyhigh.co.uk. In addition, you can gather further information about our academy from our website and our Facebook page.

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

Please note that the closing date is **10th July 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:	Apprentice Teaching Assistant
Hours:	30 Hours per week, Term Time Only for four terms
Responsible to:	SENDCo
Responsible for:	Pupils in their care

MAIN PURPOSE OF JOB

Under the direction of teaching/senior staff to work with individuals/groups to supervise the physical/general/learning care of pupils, including those with SEN.

Support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

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

MAIN DUTIES AND RESPONSIBILITIES

Support for Pupils:

- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, first aid and welfare matters
- Lead one to one or small group interventions where appropriate to support pupils academic, personal, social and emotional progress.
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Assisting with the promotion of independence activities and mobility skills.

Support for the Teacher:

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin support eg 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 difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/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 and encourage and support staff in their development and training
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips 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 30 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.

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.

PERSON SPECIFICATION - TEACHING ASSISTANT

AREA	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	EVIDENCE
Training and Education	<ul style="list-style-type: none"> • Relevant TA qualification (to be completed during the four term fixed contract) • GCSE grade C/4 or above in Maths and English (or equivalent) 	<ul style="list-style-type: none"> • Evidence of professional development e.g., First Aid, other training courses such as mental health first aid, autism awareness, trauma informed approaches. 	Application form and letter Interview
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy, numeracy and IT Skills • Effective communication skills 	<ul style="list-style-type: none"> • Creative skills • Prior experience of working with children 	As above
Personal qualities	<ul style="list-style-type: none"> • Child centered • Sensitivity • Good team player • High expectations of self and children • Positive use of discipline • Motivated and able to use initiative. • A willingness to work with young people and adults. • Ability to use judgement and common sense • Approachable • Able to accept and follow directions/instructions from by senior colleagues • Will seek clarification if unsure of directions and instructions • Ability to prioritise • Ability to work on own initiative • Reliable and trustworthy • Flexible approach to work • Honest • Ability to be sensitive to the needs of others • Ability to supportive • Professionalism 		As above