



Charter Primary School

Create, Discover, Succeed, Together

SEN TEACHING ASSISTANT FIXED TERM – MATERNITY COVER

THE ATHELSTAN TRUST



CHARTER PRIMARY SCHOOL
T: 01249 447223
admin@charter.wilts.sch.uk
www.charter.wilts.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 six 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

The Athelstan Trust





Dear Candidate,

Thank you for the interest your interest in working with us here at Charter Primary School in Chippenham, part of the Athelstan Trust. I hope you find this pack informative. Should you require any further information, please visit our school website, www.charter.wilts.sch.uk or contact the school office.

Our school is located in the outskirts of Chippenham town centre and is ideally situated for easy access to Bath, Swindon, and many surrounding towns and villages.

Our school ethos, "Create, Discover, Succeed Together" brings children to the heart of everything we do. At Charter School, everyone values working together to become imaginative and creative learners through inclusion, respect and kindness. We are curious in our discovery of the world and challenge each other to succeed.

We are an active outdoor learning school and previously achieved a Challenge Partners 'Area of Excellence' for our Learning in the Natural Environment (LiNE) and we have a qualified Forest School Teacher. We implemented the Outdoor Play and Learning programme (OPAL) in January 2022 and we have an established nurture room which, while based on nurture room principles, is unique to Charter. We also offer a variety of educational trips throughout the year, including a residential trip in Year 6.

The school was opened in 1994 and is a modern, light and spacious building with fantastic outdoor space including a large field and an all-weather pitch. A purpose built, specialist resource base for children with social communication difficulties, is integral to the school. We have a dedicated school library which we continue to develop and grow. In addition, we also provide a before and after school run by our wonderful team of teaching assistants.

Our active and very supportive parent association, Charter School Friends Association (CSFA) contribute to whole school activities and developments.

We hope you choose to apply for a position with us. We offer a friendly, supportive and welcoming team and wonderful children to work with. All staff are offered opportunities for continuous professional development and have access to the full range of benefits provided by the Athelstan Trust.

We look forward to receiving your application.

Sarah Flack
Headteacher





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





SEN Teaching Assistant – Fixed Term Maternity Cover

Post:	SEN Teaching Assistant
Hours:	18 hours per week, 8.45am to 3.15pm, Monday to Wednesday
Contract:	1 year Fixed Term
Pay Scale:	Points 4-6 (£25,185 - £25,989 FTE) Actual salary £10,491 - £10,826 - Salary will be dependent upon experience
Location:	Charter Primary School
Closing Date:	Monday 13 th July 2026 at 9am

The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of five secondary schools and four primary schools in Wiltshire, Gloucestershire, and South Gloucestershire. We currently employ over 800 people and educate over 5,000 pupils and plan to expand further over the coming years

We wish to recruit a positive, engaging and adaptable Teaching Assistant to join our experienced team to support the learning of children with special educational needs across our school. The role will be based in our Resource Base for children with social, communication and interaction needs, but may at times also include working with our mainstream children or on a 1:1 basis.

The post is a temporary, fixed term contract to provide maternity cover for 18 hours per week, term time only plus TD days (39 weeks per year) to start 1st September 2026. Hours of work will be Monday to Wednesday 8.45am to 3.15pm, including 1 hour per day OPaL lunchtime supervision, with a half hour break each day.

Some experience of supporting children with special needs is desirable, ASD in particular, as well as experience of managing positive behaviour, but we are also seeking a genuine interest in working with children with special needs and a desire to develop an understanding of SEN provision. The post is a wonderful opportunity for a motivated, enthusiastic and pro-active adult, who has empathy with children with individual special needs, to develop their knowledge and skills in supporting them.

There are two classes within the Resource Base and the range of pupils includes Reception to Year 6, so the team support children from induction into school to the transition to secondary school. Knowledge of Makaton and PECs would be useful and the successful candidate would have to be willing to provide intimate care when necessary.

THE ATHELSTAN TRUST



CHARTER PRIMARY SCHOOL
T: 01249 447223
admin@charter.wilts.sch.uk
www.charter.wilts.sch.uk



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



The successful candidate will be a team player who can build supportive relationships with colleagues, pupils and parents and will contribute fully to the life of the school.

If you choose to join the Charter team, we can offer:

- A commitment to developing the talents and skills of all our staff
- A caring, enthusiastic and friendly team of staff
- Supportive parents, colleagues, leaders, local governors and Trust leaders
- The opportunity to work collaboratively within The Athelstan Trust
- A positive ethos underpinned by shared values
- A modern setting with spacious indoor and outdoor areas
- Nationally negotiated cost of living pay
- Employee assistance programme
- Automatic enrolment to the teacher or local government pension schemes
- Cycle to Work scheme

Please visit the school website to find out more about our school or you'd be extremely welcome to come for a tour to experience for yourself our fantastic community.

Applications will be considered as they are received; we reserve the right to make an appointment prior to the closing date.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check and that you may be questioned about the findings of such a check at your interview.

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





Person Specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • A genuine interest in working with children with special needs and a desire to develop an understanding of SEN provision • Some Teaching Assistant experience gained through working in the primary age range • Willingness to undertake training as required 	<ul style="list-style-type: none"> • Level 2 TA certificate and/or relevant ongoing CPD and training • Phonics knowledge, in particular, Read, Write Inc phonics scheme
Professional knowledge, understanding and skills	<ul style="list-style-type: none"> • Clear understanding of safeguarding and child protection procedures and support staff's role and responsibilities • Clear understanding of inclusion within a school setting • Able to promote good pupil behaviour, and deal promptly and calmly with conflict and incidents between children • Good understanding of the varied needs of children as they develop socially and emotionally • Ability to support children across the primary age-range 	<ul style="list-style-type: none"> • Understanding of the impact of Adverse Childhood Experiences (ACEs) and early-life trauma
Skills and abilities	<ul style="list-style-type: none"> • Understand the importance of information sharing • Aware of different ways of communicating and understand barriers to communication • Builds respectful and trusting relationships with children • Keen to learn and develop skills across mainstream and special needs provision • Able to follow school policy and practice • Able to demonstrate the limits of confidentiality that apply to the role 	<ul style="list-style-type: none"> • Experience of or training in de-escalation strategies • Able to identify developmental or behavioural changes in young children and can seek advice, information and support as necessary.
Personal Qualities	<ul style="list-style-type: none"> • Collaborative team work • Can work with initiative 	





	<ul style="list-style-type: none">• Flexible and able to respond positively to change• Calm, patient and able to maintain composure when dealing with challenging behavior• Demonstrate a positive attitude and empathy towards children with special needs• Demonstrate a commitment to treating all people fairly and with respect.• Has high expectations of self and others• Knows when to seek advice and support• Emotional resilience and good sense of humour• Able to form and maintain appropriate relationships with children• Able to follow school policies and practices	
--	--	--





Job Profile

Post: SEN Teaching Assistant

Job Purpose: To assist in the support and inclusion of children with special educational needs within a mainstream school

Main Duties:

The main duties and responsibilities of this role will include a combination of the following:

- 1. Supporting pupils learning, either in groups or through 1:1 work.** The exact tasks will depend on the learning support needs of the pupil/s but may include:
 - supporting the development of skills in literacy, numeracy, communication and social and behavioural needs
 - differentiating work for individual pupils to suit their ability
 - using knowledge of pupils learning support needs to suggest appropriate adjustments to lesson plans to Teachers
 - clarifying and explaining instructions
 - ensuring pupils are able to use equipment and materials provided
 - motivating and supporting pupils
 - helping pupils to concentrate on and finish work set
 - meeting physical needs as required while promoting independence
 - liaising with class teacher and Special Educational Needs Co-ordinator about individual targets
 - developing appropriate resources to support pupils
- 2. Supporting pupils self-esteem, inclusion and behavioural development** by encouraging an acceptance and inclusion of the pupil with special needs and developing methods of promoting/reinforcing the pupil's self-esteem and independence. Individual supervision in and out of the classroom for pupils with behavioural problems may be required. Postholders will be required to establish a supportive relationship with pupils and reinforce the school ethos and expectations of behaviour within class and elsewhere on the school site. Supervision of pupils on outings or off-site visits will also be required.
- 3. Provide physical/personal care to pupils where required.** This may include helping with dressing/toileting, undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist and performing safe handling when a child's behaviour is a risk to themselves and/or others. Intimate physical care may be required for specific pupils.





4. **Supporting the Teacher/s** by providing regular feedback about pupils to the Teacher/s including pupil progress, and using knowledge and experience of the pupils concerned, to contribute, with the class teacher (and other professionals as appropriate), in the development and evaluation of a suitable programme of support for children where required.
5. **Supporting the curriculum.** In particular, supporting the delivery of the Literacy and Mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.
6. **Supporting the school. This may include where appropriate:**
 - fostering and develop links between a pupil's home and school
 - assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc
 - helping to ensure the hygiene of the teaching environment in cases of sickness or soiling
 - administering minor First Aid under the guidance of a qualified person
7. **Health and Safety** - To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.
8. Undertake such duties and work hours as agreed by the Headteacher and carry out duties as may be required from time to time as detailed by the Headteacher.

