



BRADON FOREST SCHOOL

Challenge, aspiration, respect, resilience and excellence



TEACHING ASSISTANT

THE ATHELSTAN TRUST



BRADON FOREST SCHOOL
T: 01793 770570 F: 01793 771063
enquiry@bradonforest.wilts.sch.uk

www.bradonforest.org.uk



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



Welcome to the Athelstan Trust.

We are a Multi-Academy Trust of five secondary schools and two primary schools in Wiltshire, Gloucestershire and South Gloucestershire. Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We intend to enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

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

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

We seek applicants who share our vision and values and are up for the challenge. We look forward to receiving your application.

Best wishes,

Tim Gilson
Chief Executive Officer
The Athelstan Trust





The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of five secondary schools and 2 primary schools in Wiltshire, Gloucestershire and South Gloucestershire. We currently employ over 600 people and educate 4,100 pupils and plan to expand further over the coming years.

Bradon Forest School is a well-respected and popular 11 - 16 comprehensive and our catchment area takes from rural and urban communities. The school is well situated just north of the M4 (J16), within easy travelling distance of Bristol, Bath, and Swindon and on the edge of the Cotswolds.

As a member of our Athelstan Trust, you will benefit from:

- Being part of a trust that is absolutely committed to raising educational standards for all the children in our schools.
- Our commitment to developing the talents and skills of all our staff throughout their career.
- Being part of a caring, collaborative and excellent community.

We are looking for someone who:

- is committed to enhancing student learning and experience and an inspiring passion for education and making a difference to children's lives.
- has a strong subject knowledge, proactive nature and commitment to demonstrating our school's values.
- keen to develop within a culture that embraces professional learning and creates opportunities for talented individuals to make rapid progress in their careers.

We are a flexible working employer and we are willing to make any reasonable adjustments you require during your interview so please ask us. The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. If successful in being called for interview, all candidates are expected to apply for an enhanced DBS before appointment is confirmed. 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 advise you to apply early as we may close the vacancy early if we get a number of strong applications.

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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.

We seek applicants for our roles who share our vision and values.

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





Dear Candidate,

Thank you for your interest in the role of Teaching Assistant at Bradon Forest School. This is an exciting opportunity to work in an experienced, cohesive team in a school that values personal development and well-being.

Part of The Athelstan Trust, Bradon Forest School is a very well-established and respected comprehensive secondary school. Situated in the rural village of Purton, we draw from a wide catchment across Wiltshire and Swindon, and we are very proud of our welcoming, respectful community.

Bradon Forest is an inclusive community that prides itself on delivering an excellent education. We believe students and staff should feel valued and be challenged to fulfil their potential through the development of their individual talents and skills. Our recent Ofsted report in 2023 was very complimentary about the school's strengths and staff are clear that in the current educational climate, Bradon Forest, a place where wellbeing is actively considered, is a great place to work! Our 2023 Progress 8 score of +0.24 places us in the top five comprehensive schools in Wiltshire and second in Swindon Borough Council Schools for progress.

I joined the school in September 2021 having worked in two other schools in the trust; The Athelstan Trust core values of 'care, collaboration and excellence' are at the heart of my leadership. We are therefore looking for someone that has high expectations, thrives by working in supportive teams and who wants to contribute to the smooth running of the school. In return we can offer you an excellent working environment, collaboration with staff in similar roles across the trust and varied opportunities for your own personal development. You will find us supportive, responsive, caring and committed to discussing flexible working opportunities with prospective candidates either before or at interview.

Please read the relevant sections of the website, the job description and contact me if you would like to discuss the role further or visit the school.

I look forward to hearing from you.

Sarah Haines
Headteacher





BRADON FOREST SCHOOL

JOB DESCRIPTION – TEACHING ASSISTANT

Location: Based at Bradon Forest School, Purton
Salary: £24,404 – £25,183 FTE (Actual Salary £16,944 - £17,485)
Contract Type: Permanent, 30 hours per week, 39 weeks per year

Purpose of Job

- To provide a high level of support and assistance to our students in lessons and in the Hub.
- Support students to help with their learning whilst maintaining our high standards of behaviour.

Main Tasks

- Helping students with their learning, often with a particular focus on maths, reading and writing.
- Supervise individual or small groups of students undertaking teacher-led learning activities by coordinating and explaining basic instructions for the activity, whilst supervising the students.
- Supervising students, ensuring they are engaged in the classwork.
- Encouraging students to interact.
- Setting up equipment for lessons and keeping classrooms safe and tidy.
- Helping students to become more independent in their learning.
- Establishing trust with students, interacting with them according to individual needs.
- Assisting students with tasks as needed.
- Helping and assisting on school trips.
- Creating a safe, positive, supportive classroom environment.
- Promoting good behaviour, dealing promptly with conflict and incidents in line with established policies, encouraging students to take responsibility for their behaviour.
- Good IT skills.
- Proactive in seeking support or guidance when required.
- Upholding policies and procedures related to Child Protection, health and safety, confidentiality, reporting all concerns to the appropriate person.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment)





- The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To ensure confidentiality appropriate to working in a school/business environment and to adhere to all policies regarding same.
- To uphold the school's policy in respect of child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff participate in the school's performance management/appraisal scheme.

Bradon Forest School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Qualifications, Knowledge & Skills

- Previous experience working with children.
- A proven ability to work on their own initiative.
- A high level of communication skills and the ability to relate positively to children and adults.
- The ability to use relevant technology/equipment.
- A can-do attitude.
- A commitment to happiness, well-being, self-esteem and progress of everyone at school.

Team Working and Personal Development

- To support the school's mission, vision, values and objectives
- To ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons in line with the Trust Health and Safety policy
- To take responsibility for your own professional development and participate in relevant internal and external activities
- To work co-operatively with colleagues to achieve the aims and objectives of the post and the school.
- To participate positively in the implementation of new working methods and practices as required
- To undertake other duties within your competence or otherwise appropriate to the grading of the position as required





Safeguarding

- To promote and safeguard the welfare of all children and young people that you are responsible for or encounter.
- Staff must work in accordance with the Southwest Child Protection procedures and Safeguarding Policy and understand their role within that Policy.

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.

Trust

There is an expectation of collaboration and resource sharing with other colleagues across the Trust.

Special Conditions

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.

Person Specification: Teaching Assistant

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Attainment of GCSEs or equivalent to include Maths and English above Grade C or 4. • Experience of working in a school environment or similar setting. • Working effectively as part of a team. • Demonstrate a willingness to attend appropriate training and development. • Experience of working with young people. 	<ul style="list-style-type: none"> • Relevant qualification relating to the role of a Teaching Assistant. • First Aid qualification.
Knowledge	<ul style="list-style-type: none"> • Good working knowledge of ICT packages (Microsoft Word, Excel and Outlook). • Understand and comply with procedures and legislation relating to confidentiality and Data Protection. • Knowledge of KS3 and KS4 curriculum and how to support students in relation to this. 	<ul style="list-style-type: none"> • Experience of teaching children with challenging needs; EAL, SEN and very able students with challenging behaviour. • Skills and interests that could help enrich children's learning e.g. Modern Foreign Languages, cooking, gardening, music etc.





Skills	<ul style="list-style-type: none"> • Strong organisational skills. • Ability to be proactive and prioritise work to meet deadlines. • Good interpersonal skills and ability to build effective relationships with students, parents, colleagues and external links. • Effective oral and written communication skills – able to exchange complex information clearly and sensitively. • Ability to work effectively as part of a team and alone. • Excellent time management and organisational skills 	
Personal Qualities	<ul style="list-style-type: none"> • Tact, diplomacy, discretion and confidentiality. • Flexible. • Self-motivated and an ability to motivate others. • Ability to remain calm under pressure. • Positive attitude, proactive, hardworking and resilient. 	
Safeguarding	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships with children and young people. • Commitment to safeguarding and promoting the welfare of young people. 	<ul style="list-style-type: none"> • Completed safeguarding training.





OUR VALUES

WE CHALLENGE
OURSELVES TO BE
GREAT LEARNERS



WE HAVE
ASPIRATIONS FOR
OUR FUTURES



WE RESPECT
OURSELVES AND
OTHERS AND
SHOW RESILIENCE
WHEN WE FALTER



WE STRIVE FOR
EXCELLENCE IN ALL
THAT WE DO
BOTH INSIDE AND
OUTSIDE THE
CLASSROOM

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