



Chipping Sodbury School

Respect, integrity, aspiration and responsibility



Teaching Assistant Recruitment Pack





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





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 leisure centres





Dear Applicant,

Thank you for your interest in this post. I am delighted to introduce you to Chipping Sodbury School and do hope that you will find this application pack along with our website helpful. I know that this information will convey to you the immense sense of pride that we hold for our school and our community.

Chipping Sodbury School is an institution built on strong core values. Developing Aspiration, Respect, Responsibility and Integrity are at the heart of all that we do both for our students and our colleagues. It is these values which have developed so many young people and staff over the years and provided them with the opportunities to grow into successful individuals within the local community and beyond. They are at the forefront of our mission to aim for brilliance in all we do.

The origin of the school dates back to the Middle Ages when it was set up as an Endowed School to provide free education for the townspeople. It has gone through many transformations since then which have involved it becoming a Grammar School, a Comprehensive School in 1970, a Cooperative School in 2013 and now a partner school within The Athelstan Trust. Whilst there have been changes over the years, the history remains central to the school's values and ethos. The Endowed Foundation still provides support for students and is an important part of the school.

We believe in providing students with the very best opportunities through achieving the strongest educational outcomes as well as ensuring we develop their character and sense of self. To do this we have the highest of expectations in all that we do for our young people. High expectations of their potential, high expectations of their engagement in lessons and the wider school, high expectations of behaviour and conduct and crucially high expectations of ourselves as educators- working together to ensure we provide the very best experiences for our young people. We are committed to challenging and engaging lessons, ensuring that our staff body is provided with high quality CPD that is evidence informed and that we celebrate staff for their hard work. Our approach to behaviour prioritises relationships, supporting our students in making the right choices through having clear, consistent expectations and an emphasis placed on kindness and respect in all our interactions.

We are passionate about collaboration both across the Trust and beyond. The school has strong links with the local primary schools and we have long standing partnerships with local secondary schools, often working with one another to ensure the needs of our local communities are met. As part of the Trust, our staff are afforded opportunities to work with and even deliver sessions to colleagues across the Trust which is hugely beneficial to their own development.





JOB DESCRIPTION

POST: Teaching Assistant
REPORT TO: SENCO
SALARY: NJC SCP 13-16
HOURS: 32.5 hours per week, Term Time only (39 weeks a year)

GENERAL DESCRIPTION OF THE POST:

Under the general direction of the class teacher and/or SENCO, to engage in a prescribed range of activities to support the education and developmental needs of students, to assist teachers in the management and maintenance of classroom resources and to contribute to the supervision and welfare of students throughout the school.

Main duties:

1. To engage in learning activities with individual students or groups of students to reinforce and extend appropriate aspects of teacher input.
2. To assist the class teacher with the implementation of the national strategies for literacy and numeracy by planning and delivering targeted literacy interventions on both a 1:1 ratio and for small groups.
3. To assist students with the proper and effective use of teaching materials, aids and resources, including the use of ICT applications.
4. To contribute to the planning and evaluation of teaching activities and the monitoring of student progress in liaison with the class teachers.
5. To work within the Inclusion Team.
6. To contribute to the production and preparation of teaching and display materials, including the preparation of teaching materials to meet the needs of individual students or groups of students.
7. To understand and respond positively to the physical, social and emotional needs of students and to encourage participation, social and emotional development, and independence.
8. To liaise regularly with parents/carers to build positive working relationships and ensure co-production between school and home.
9. To support designated students with special needs through delivery of appropriate aspects of Personal Provision Plans.
10. To undertake Continuous Professional Development as identified to support the school in meeting the special educational needs of its students.
11. When appropriate, support other students in classes scheduled for individual student support.

THE ATHELSTAN TRUST



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12. Support curriculum based activity at various times during the school day.
13. Provide feedback for students' reviews of EHCPs, support plans, Personalised Provision Plans, etc.
14. Carry out basic administrative tasks associated with the post.
15. Carry out any other appropriate support for students across the school.

Equipment:

Use of computer and other audio-visual aids to support the role.

General:

This job description only contains the main duties relating to this post and does not describe in detail all the duties required to carry them out and there will be an expectation that the post holder will carry out other duties that reasonably fall within the general nature of the level of responsibility of the post.

Special notes or conditions:

The post holder will be subject to an enhanced Disclosure & Barring Service check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection policy.

The Athelstan Trust:

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





PERSON SPECIFICATION – TEACHING ASSISTANT

| | Requirement | Essential or Desirable |
|--|---|--|
| Qualifications, Knowledge & Experience | <ul style="list-style-type: none"> • Minimum 3 good GCSEs including English and maths • Relevant qualification in the care, development and/or education of children; or • Minimum of 3 years’ practical experience of working with young people in Key Stage 3 and 4 in an educational setting. • An understanding of the examination system, dispensation and implementing strategies to support young people to achieve their potential. • Excellent written and oral communication skills • Good ICT skills and knowledge of how those skills can support learning. • An understanding of the different SEND needs and strategies to support them. | <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> |
| Skills/Abilities - Interpersonal | <ul style="list-style-type: none"> • Excellent interpersonal communication skills. • A passion for education and the ability to inspire others to share it. • Able to work constructively and positively as part of a team. • Able to work under own initiative, be creative and resourceful and have a flexible ‘can-do’ approach to challenges. • Professional and personal integrity. • Excellent time management and organisation skills. • Able to work flexibly to support others and respond to unplanned situations. | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> |





| | Requirement | Essential or Desirable |
|-----------------------------------|--|------------------------|
| Work Related Circumstances | • Commitment to continuous professional development. | Essential |
| | • Commitment to equal opportunities. | Essential |
| | • Willingness to engage with and support Chipping Sodbury School as a whole. | Essential |
| | • Commitment to the school's core values of Respect, Responsibility, Aspiration and Integrity. | Essential |

