



HIGHER LEVEL TEACHING ASSISTANT (named child contract)

THE ATHELSTAN TRUST



SIR WILLIAM ROMNEY'S

T: 01666 502378

admin@swr.gloucs.sch.uk

www.swr.gloucs.sch.uk



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



Striving for Excellence Together

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 five 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

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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.

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

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Dear Candidate,

Thank you for taking an interest in the role of Higher Level Teaching Assistant (named child) at Sir William Romney's School. I am immensely proud to be the Headteacher of this wonderful school as we embark on an exciting vision of becoming a beacon of excellence in Gloucestershire and beyond.

Our purpose of "Striving for Excellence Together" drives everything we do. We are ambitious for every member of our school community including both students and staff to achieve their excellence, which to us means fulfilling their potential and achieving more than they ever thought possible. We believe excellence comes from having a culture where students and staff feel safe, valued and have a sense of belonging. We encourage all to have the courage to take risks and embrace opportunities to grow their character. We are committed to ensuring students leave our school with the academic outcomes, knowledge, skills and confidence to access the best universities, apprenticeships and training opportunities.

We are a welcoming, caring and supportive working environment where staff enjoy their work, develop their pedagogical practice and feel pride in being a member of our school. We take the well-being of our staff seriously and ensure we have a behaviour policy that supports staff to run their classroom. We have a highly visible and supportive SLT, centralised detentions and whole class feedback policy. We invest in our staff's CPD and are currently developing an SWR lesson that is based on Rosenshine and Teach like a Champion principles.

We are proud to be a member of the Athelstan Trust since April 2020. The Athelstan Trust's core values of 'care, collaboration and excellence' are at the heart of our approach towards leadership and care for students and staff. The Athelstan Trust is committed to raising educational standards for all children in their schools and developing the talents and skills of all staff. By being member of the Athelstan Trust, the Sir William Romney's School has also benefitted in significant investment in our infrastructure and supported us in the process of bidding for a new 3G sports facility.

The successful candidate for this position will be joining us at an exciting time for Sir William Romney's School as we embark on our vision to be a beacon of excellence in Gloucestershire and beyond. You will play a part in forming, evolving and developing our strategy which includes improving the attainment and progress of all our students whilst narrowing the gap in achievement for our disadvantaged and SEND students.

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Sir William Romney's is committed to safeguarding and promoting the welfare of our young people and therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Please read the relevant sections on our website, the job description and contact my Personal Assistant, Daisy Alban-Jones, if you would like to discuss the role further or visit our school. I would be delighted to either meet and/or discuss the position on the telephone. As a flexible working school, I am also happy to discuss flexible working opportunities with prospective candidates either before or after interview.

I look forward to hearing from you.

Will Ruscoe
Headteacher

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JOB DESCRIPTION

POST: HIGHER LEVEL TEACHING ASSISTANT (named child contract)

CONTRACT: TEMPORARY PART-TIME

This contract is linked to a named student and will cease when the student leaves the school or if the funding is withdrawn.

REPORT TO: SENCO

SALARY: NJC SCP 13-16

HOURS: 37 HOURS PER WEEK, TERM TIME PLUS INSET DAYS (39 WEEKS A YEAR)

GENERAL DESCRIPTION OF THE POST:

- To complement the professional work of teaching staff by taking responsibility for designated learning activities with students under an agreed system of supervision in addition to supporting teacher led activities. This will involve taking a lead responsibility for the delivery of defined learning activities.

Main duties and responsibilities:

- To take a lead role in delivering specified learning activities to individuals or groups of students under an agreed system of supervision. This will include the delivery of learning activities without a teacher present.
- To provide the relevant members of staff with appropriate feedback and reports on student achievement, progress and development.
- To promote the inclusion and acceptance of all students within the school. This may include providing specific support to students with special educational needs and disabilities and contributing to the implementation and review of Education Health Care Plans (EHCPs).
- To use ICT effectively to support learning activities and to develop students' competence and independence in its use.
- To select, prepare and/or modify resources appropriate to designated learning activities.
- To undertake appropriate pastoral activities to support students' personal and social needs in accordance with school policies and practices.

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7. To participate, where required, in the organisation or provision of supervisory arrangements for students during break times and on out-of-school activities.
8. To comply with and promote whole school policies and procedures, including those relating to child protection, behaviour and health and safety.
9. To act as an adult role model and support school policies when dealing with students, parents or visitors to the school.
10. To attend and participate in relevant events and meetings as directed.
11. To ensure that equality of access and opportunity for all adults and children is promoted, irrespective of gender, attainment, ethnicity or disability.
12. To regularly update systems for identifying, assessing and reviewing learning needs.
13. To identify and adopt the most effective approaches for students with learning needs.
14. To keep parents/carers informed about their child's progress on a regular basis.
15. To regularly report to Line Manager on the individual's progress against school measures.
16. To support students with bespoke programmes of study to integrate back into mainstream classes, including advising teachers as to the best approaches to use with these students in lessons.

Teaching and Learning:

1. To work with staff to develop effective ways of bridging barriers to learning through assessment of needs, monitoring student achievement, target setting e.g. Provision Maps.
2. To keep accurate records.
3. To collect and interpret specialist assessment data to inform practice.
4. To work with senior leaders, teachers, teaching assistants and pastoral staff to ensure all students' learning is of equal importance and that there are high and realistic expectations of students.
5. To update student passports and share information with staff.

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Contacts:

- Daily interaction with teaching staff, support staff, students and parents/carers.
- Occasional contact with Local Authority staff, community groups or other agencies, including school advisers, educational psychologists and other specialists.
- These contacts require good interpersonal and communication skills with the ability to use tact and diplomacy and to respect confidentiality.

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.



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