

TEACHING ASSISTANT

Start Date: September 2025

Salary: £24,404 – £25,183 FTE (Actual Salary £16,944 - £17,485)

Contract Type: Permanent, 30 hours per week, 39 weeks per year



JOB OVERVIEW

Bradon Forest School is seeking to appoint a Teaching Assistant to assist teachers by supervising activities and working with children on an individual, small group or whole class basis as required. The ideal candidate will facilitate and encourage learning to help all students achieve their potential, work with colleagues to support high standards of behaviour and attainment, whilst maintaining a positive and thriving school environment for our learners.

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.

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

CHALLENGE, ASPIRATION, RESPECT, RESILIENCE AND EXCELLENCE

- Upholding policies and procedures related to Child Protection, health and safety, confidentiality, reporting all concerns to the appropriate person.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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 the happiness, well-being, self-esteem and progress of everyone at the 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

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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.

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.

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

Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found.

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