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THE DEAN ACADEMY



**THE DEAN ACADEMY**

*Preparing you today for a successful tomorrow*



# RECRUITMENT PACK TEACHING ASSISTANT

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THE ATHELSTAN TRUST



THE DEAN ACADEMY  
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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**





## **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





Dear Candidate,

Thank you for the interest you have shown in joining our school community here at The Dean Academy as Teaching Assistant. We are one of the most improved schools in the South West and we are driven by becoming the outstanding local school of choice for all families and staff. Situated close to the border of Gloucestershire and Monmouthshire in an area of outstanding natural beauty, we are looking to appoint a leader who is highly effective, resilient, and motivated.

We are a school that has been on an incredible journey of improvement. Our continued and sustained improvement in GCSE outcomes over the last 4 years coupled with a rich extra-curricular offer highlight the impact of our hard work to raise standards and offer the very best opportunities for the students. We are a fully inclusive comprehensive school whose student numbers have grown rapidly in recent years and we now have approximately 820 on roll. This dramatic increase in scale brings amazing opportunities for everyone involved in our community and it is a very exciting time to be thinking about joining our organisation. We look forward to hearing from you if you think you could make a difference and have something special to bring to a school that “set a clear and ambitious expectation that all students achieve well and thrive.”

If you choose to join our team and work with us at The Dean Academy we can offer:

- An exciting career in a rapidly improving, highly ambitious workplace
- The chance to join an incredibly supportive group of colleagues, leaders, local governors and Trust leaders
- A personalised coaching programme so you can fulfil your potential as a teacher / leader
- The opportunity to work collaboratively within The Athelstan Trust
- An opportunity to work within our truly comprehensive school and become an integral part of the school and local community

Please feel free to contact the school for a tour as you consider your application, and we look forward to meeting you!

**Hannah Rowlands**  
Headteacher





## Teaching Assistant

Permanent. 28 hours, 25 minutes per week, term time only including inset days.

Salary: Point 6 – Point 8 £25,989 - £26,824 (FTE)

£17,087.74 - £17,636.75 actual

Start Date: September 2026

The Dean Academy requires a Teaching Assistant to join our successful SEND team working to support students with special educational needs.

The successful candidate will:

- Have a good knowledge of special educational needs and disabilities experience of ideally with secondary age students. Experience of working with students with Cognition and Learning and Communication and Interaction needs is desirable but not required.
- Have a commitment to, and passion for, inclusive practice across the curriculum.
- Have excellent interpersonal skills and the ability to communicate with our young people in an engaging way to maximise their learning and champion their progress.
- Have the ability to empathise but move students forward
- Be highly organised and adaptable, with an enthusiastic and positive approach.
- Have the desire to learn new skills and be ambitious for their own professional and career development

At The Dean Academy we offer a broad and challenging curriculum to enable all students to gain a deep knowledge and understanding of the world around them. We are proud of our inclusive approach, which is informed by the principle that a stimulating and personalised education is an entitlement for every child.

This was recognised in the recent Ofsted report where the school was praised for promoting an inclusive ethos working with families and external professionals to support students' needs.

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.

**Closing Date: Friday 15<sup>th</sup> May 2026, 12 Noon. Interview date to be confirmed.**

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





## Job Description –Teaching Assistant

### 1. General Description of Post:

The postholder is responsible, through the SENCO, and Senior Leadership Team for the duties shown below, assisting in the support and inclusion of students with special educational needs within the school.

### 2. Supporting the Student:

- 2.1 To act as a keyworker for assigned students which will include:
  - 2.1.1 Regular student check-ins and establish a supportive relationship
  - 2.1.2 Regular parental contact
  - 2.1.3 Conducting MyPlan reviews
  - 2.1.4 Updating/creating learning profiles
  - 2.1.5 Contributing to EHCP meetings
- 2.2 To develop knowledge of a range of learning support needs, and to develop an understanding of the specific needs of the student to be supported.
- 2.3 Considering the learning support involved, to coach and support students to learn as effectively as possible both in group situations and on their own, for example:
  - Clarifying and explaining instructions;
  - Ensuring the student can use equipment and materials provided;
  - Motivating and encouraging the student as required;
  - Supporting the development of skills in literacy, numeracy, communication and social and behavioural needs;
  - Helping students to concentrate on and finish work set;
  - Meeting physical needs as required whilst encouraging independence;
  - Developing appropriate resources to support the students;
  - Supporting students with access arrangements for examinations.
- 2.4 To encourage an acceptance and inclusion of the student with special educational needs.
- 2.5 To develop methods of promoting/reinforcing the student's self-esteem and independence.
- 2.6 To accompany students on outings.
- 2.7 To provide individual supervision in and out of the classroom for students with behavioural problems and to liaise with Student Support / Heads of Year about behavioural concerns.
- 2.8 To provide support in a range of curriculum subjects including Maths and English.
- 2.9 To deliver bespoke academic and pastoral interventions where required.





- 2.10 To support students with their social and emotional well-being, reporting safeguarding concerns.
- 2.11 Recording basic student data

**3. Supporting the Teacher/s**

- 3.1 To assist, with class teacher (and other professionals as appropriate), in the development of a suitable programme of provision for students who need learning support.
- 3.2 Understand the language of Learning Profiles and information on the SEND Provision Map.
- 3.3 To contribute to the maintenance of student's progress records.
- 3.4 To participate in the evaluation of the provision.
- 3.5 To provide regular feedback about the student to the teacher, SEND team and SENCO.

**4. Supporting the Curriculum**

- 4.1 To support the delivery of the curriculum offered by the school.

**5. Supporting the School**

- 5.1 Communicate with parents at regular intervals for those students where you are the identified key adult.
- 5.2 Where appropriate, to develop a relationship to foster links between home and school.
- 5.3 To liaise, advise and consult with other members of the team supporting the student when asked to do so.
- 5.4 To contribute to reviews of student's progress, as appropriate.
- 5.5 To attend relevant in-service training.
- 5.6 To be responsible for your own professional development
- 5.7 To be aware of school procedures.
- 5.8 To be aware of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately.
- 5.9 Exam support/invigilation as required.
- 5.10 To attend meetings and briefings scheduled on the school calendar
- 5.11 To be punctual and professional
- 5.12 To actively promote school policies and procedures
- 5.13 To be courteous to colleagues and visitors and to provide a welcoming environment

**6. Other Duties**





The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.





**TEACHING ASSISTANT – PERSON SPECIFICATION**

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

| Criteria  | Essential  | Desirable  |
|---|--|--|
| <b>Training, qualifications and school experience</b> – demonstrate how you meet the following on your application form                                     |  |  |
|   | <ul style="list-style-type: none"> <li>GCSE Maths &amp; English grade C or equivalent</li> <li>Good literacy and numeracy skills</li> <li>Appropriate experience of a similar role</li> </ul>  | <ul style="list-style-type: none"> <li>Level 2 Teaching Assistant Course</li> <li>Behaviour management training e.g., SBMT</li> <li>Creating/maintaining student learning profiles</li> <li>Experience of MyPlan reviews</li> </ul>  |
| <b>Experience</b> – in your statement of suitability and during the selection process, demonstrate you have experience in:                                  |  |  |
|   | <ul style="list-style-type: none"> <li>Knowledge of using IT systems and packages, particularly MS Office</li> <li>Experience of a similar role</li> <li>Ability to help the class teacher manage student behaviour to ensure effective learning</li> </ul>  | <ul style="list-style-type: none"> <li>Supporting students with SEN succeed in a mainstream academy.</li> <li>Motivating underachieving students</li> </ul>  |
| <b>Personal and Professional Qualities and Attributes</b> – in your statement of suitability and during the selection process, demonstrate your ability to: |  |  |
|   | <ul style="list-style-type: none"> <li>Commitment to, and promotion of our academy core values</li> <li>Strong verbal &amp; written communication skills and an ability to use these to have a positive input on student learning in the classroom &amp; in small groups/1-1</li> <li>Ability to carry out allocated tasks under the supervision of our SENCO lead</li> <li>Ability to empathise and move students forward in their learning</li> <li>Able to build good relationships with students and to support good behaviour in &amp; beyond the classroom</li> <li>Ability to work within set guidelines and</li> </ul> | <ul style="list-style-type: none"> <li>Quick to adapt and take on new initiatives</li> <li>Willing to undertake further training which may be required</li> <li>Quick to adapt and take on new initiatives</li> <li>Willing to undertake further training which may be required</li> <li>Ability to contribute to the wider life of the academy</li> <li>Demonstrable ability to use initiative and contribute proactively to the Learning Support department</li> </ul> |





|  |   |  |
|--|---|--|
|  | <p>respond to unexpected circumstances</p> <ul style="list-style-type: none"><li>• Ability to work effectively as part of a team or as an individual</li><li>• Ability to prioritise workloads and have excellent time management and organisational skills</li><li>• Ability to monitor, control and keep records according to the requirements of the school</li><li>• Excellent interpersonal and communication skills</li><li>• Smart and presentable with professional attitude at all times</li><li>• Approachable and Empathetic</li><li>• Excellent attention to detail</li><li>• Flexible, positive and enthusiastic</li><li>• Ability to be self-motivating</li></ul> |  |
|--|---|--|

