



Wyvern St Edmund's
Academy

Applicant Pack

Teaching Assistant

Closing Date: 1st June 2026

Start Date: As soon as possible

About This Role



Thank you for your interest in applying for a Teaching Assistant position at WSE. This is an exciting opportunity to join a happy and successful school with excellent achievement and delightful students.

We are looking for an organised and proactive individual to join our Learning Support team. We are particularly looking for a candidate who is passionate about working in a school environment and supporting our students to enable their access to learning.

We are a creative and forward thinking team who pride ourselves on developing positive relationships with students; we believe that being approachable and caring is what helps drive progress.

This position is:

- Permanent
- 30 hours per week over 5 days
- Salary: MLP Grade D, FTE salary £25,385 pro -rata salary £17,703
- Closing date: 1st June 2026
- Start date: as soon as possible

We reserve the right to close recruitment early should exceptional applications be received before the deadline.



Job Description



Main Job Purpose: Under the direction of the Teacher/s, to generally support students in a mainstream school to access learning.

Main Duties

1. Supporting students' learning, either in groups or through 1:1 work. The exact tasks will depend on the learning support needs of the student/s but may include:
 - clarifying and explaining instructions
 - ensuring students are able to use equipment and materials provided
 - motivating and supporting students
 - assisting in weaker areas, e.g. language, reading, spelling, handwriting, presentation
 - helping students to concentrate on and finish work set
 - meeting physical needs as required while promoting independence
 - liaising with class teacher and Special Educational Needs Co-ordinator about Care Plans as specified by the Teacher, developing appropriate resources to support students
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2. Supporting students' self-esteem, inclusion and behavioural development, e.g.
 - encouraging an acceptance and inclusion of the student with special needs
 - developing methods of promoting/reinforcing the student's self esteem and independence
 - providing individual supervision in and out of the classroom for students with behavioural problems
 - establishing a supportive relationship with students
 - reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
 - supervising students on outings, school activities
3. Provide physical/personal care to students where required, e.g.
 - helping with dressing/toileting
 - undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist
4. Supporting the Teacher/s, e.g.
 - as directed by the Teacher, adapting and interpreting lessons and instructions to students
 - in conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording student progress and contribute to the maintenance of this record
 - providing regular feedback about students to the Teacher/s
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5. Supporting the curriculum
 - support the delivery of the Literacy and Mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.

Job Description



6. Supporting the school, e.g.

- assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc.
- helping to ensure the hygiene of the teaching environment in cases of sickness or soiling
- administering minor First Aid under the guidance of a qualified person
- supervising students during breaktime and lunchtime at an allocated duty position

This job description will be reviewed annually as part of our appraisal process and may be subject to amendment or modification at any time after consultation with the post holder. It is not comprehensive but sets out the main expectations of the school.

Supervision and Management

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

Creativity and Innovation (Problem Solving)

The job holder works within school procedures, policies and approved methods and under the supervision of the Classroom Teacher.

Key contacts and relationships

The jobholder has extensive contact with students, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care

Decision making

The jobholder is expected to follow school procedures, and plans made by the Classroom Teacher.

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Working Environment

The jobholder is mainly based in a classroom setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with students. There may be the need to deal with body fluids when giving personal care to students.

Work hard, Aim high, Be kind, Serve others

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Knowledge and skills

New entrants are not required to have any background in Learning Support work but must have good general skills at dealing with children/young people and have the ability, through an extended induction period, to learn and apply learning support techniques. By the time the jobholder is fully competent in the job he/she will be operating at NVQ 2 (or equivalent) level with an understanding of different learning support needs and ways of meeting these.

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March 2026
Although correct at the time of printing, this booklet may be superseded as part of our commitment to continuing improvement.



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