



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

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.

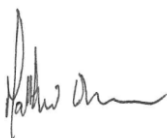
Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is 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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Striving for Excellence Together

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 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

Job Title:	Teaching Assistant Named Child
Location:	Based at Sir William Romney's School
Responsible to:	School Leadership Team
Grade:	NJC Scale 4-6, £25,185 to £25,989 pro rata per annum – actual salary £14,571 – £15,036 per annum
Employed for:	25 hours per week, 39 weeks per year (Term time plus inset days)
Hours:	9.15am to 3.25pm, reduced part time hours may be considered for the right candidate.

Purpose of Job

- To provide a high level of support and assistance to a named student's needs in lessons.
- 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.
 - Participate in planning and evaluation of intervention activities with the SENCo. Provide feedback to the SENCo on student progress.
 - Implement planned intervention programmes as agreed with the SENCo.
 - Supervising students, ensuring they are engaged in the classwork.
 - Encouraging students to interact.
 - 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.
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- Promoting good behaviour, dealing promptly with conflict and incidents in line with established policies, encouraging students to take responsibility for their behaviour.
 - Proactive in seeking support or guidance when required.

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- Upholding policies and procedures related to Child Protection, health and 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.

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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

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.

Sir William Romney's 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.

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Person Specification: Teaching Assistant Named Student(s)

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Attainment of GCSEs or equivalent to include Maths and English above Grade C or 4 • Working effectively as part of a team • Demonstrate a willingness to attend appropriate training and development. • Experience of working with young people 	<ul style="list-style-type: none"> • Relevant qualification relating to the role of a Teaching Assistant. • First Aid qualification • Experience of working in a school environment or similar setting
Knowledge	<ul style="list-style-type: none"> • Good working knowledge of ICT packages – Microsoft Word, mail-merge Excel and Outlook • Understand and comply with procedures and legislation relating to confidentiality and Data Protection • Knowledge of KS3 and KS4 curriculum and how to support students in relation to this 	<ul style="list-style-type: none"> • Experience of teaching children with challenging needs; EAL, SEN and very able students with challenging behaviour • Skills and interests that could help enrich children's learning e.g. MFL, cooking, gardening, music and so on
Skills	<ul style="list-style-type: none"> • Strong organisational skills-ability to be proactive and prioritise work to meet deadlines • Good interpersonal skills and ability to build effective relationships with students, parents, colleagues and external links • Effective oral and written communication skills – able to exchange complex information clearly and sensitively • Ability to work effectively as part of a team and alone • Excellent time management and organisational skills 	
Personal Qualities	<ul style="list-style-type: none"> • Tact, diplomacy, discretion and confidentiality • Flexible • Self-motivated and an ability to motivate others • Ability to remain calm under pressure • Positive attitude, proactive, hardworking and resilient 	
Safeguarding	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships with children and young people • Commitment to safeguarding and promoting the welfare of young people 	<ul style="list-style-type: none"> • Completed safeguarding training

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