

# THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



**The Castle School**  
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## THE CASTLE SCHOOL

Wellington Road, Taunton,  
Somerset TA1 5AU  
Tel: 01823 274073  
[www.castleschool.co.uk](http://www.castleschool.co.uk)

## COURT FIELDS SCHOOL

Mantle Street, Wellington,  
Somerset TA21 8SW  
Tel: 01823 664201  
[www.courtfields.net](http://www.courtfields.net)

## WELLESLEY PARK PRIMARY SCHOOL

Homefield, Wellington,  
Somerset, TA21 9AJ  
Tel: 01823 664876  
<http://www.wellesleyparkschool.com/>

October 2019

Dear Applicant

**Teaching Assistants vacancies at The Castle School**

Thank you for your interest in the above posts. The Castle School offers a rewarding and positive environment in which to work and I hope that these details encourage you to submit an application.

We currently have both full time and part time teaching assistant vacancies within the school. A full time Teaching Assistant would be contracted for 33 hours 45 minutes per week and for school term time plus INSET days (39 weeks per annum) and is to provide Maternity Cover from November 2019 until July 2020. This represents an actual starting salary £14,267 per annum, based on an annual salary scale from £18,426 rising to £19,171.

Hours of work for Teaching Assistants are usually 8.15 to 3.30pm Monday to Friday, with a 30 minute unpaid lunch break. In addition colleagues are required to attend Department and Full Staff meetings.

Teaching Assistants have a valuable role to play in supporting students with a wide range of challenging needs, including physical, social and emotional difficulties as well as specific learning difficulties. Applicants should be enthusiastic, patient and flexible, demonstrate initiative, have excellent communication and organisation skills and be a team player. Previous experience in a similar role is desirable but not essential as training will be provided.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle School is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated.

Please note that for posts working with children the successful candidate will be required to undergo an Enhanced Disclosure and Barring Service checks (previously known as CRB checks).

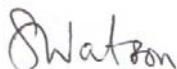
Applications should be emailed to [recruitment@castle.somerset.sch.uk](mailto:recruitment@castle.somerset.sch.uk) or posted to

Mr Rob Trowbridge  
Assistant Business Manager  
The Castle School  
Taunton  
Somerset  
TA1 5AU

Please do not send copies of DBS (Disclosure and Barring Service) certificates, or additional materials with your form. Any CVs must accompany a fully completed application form.

The closing date for applications is 9am on Monday 14<sup>th</sup> October 2019 with interviews due to take place the soon after.

Yours sincerely



**Sarah Watson, Headteacher**

## **JOB DESCRIPTION**

**Job Title:** Teaching Assistant

**Reports to:** Clair Owen, SENCO and/or Return to Learn Centre Behaviour Managers

**Grade:** 14

**Main Purpose of Job:**

To support high standards of teaching, learning and achievement for all students within the aims of the school.

**Duties:**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

**Teaching and learning/Support for students and teachers**

1. Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, and class teachers.
2. Assist in the implementation of Individual Education Programmes for students and help monitor their progress.
3. Deliver teaching and learning to individuals and small groups of students.
4. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
5. Work with other professionals, such as speech therapists and social workers, as necessary.
6. Assist class teachers with maintaining student records.
7. Support students with emotional or behavioural problems and help develop their social skills.
8. Assisting pupils, as needed, with personal hygiene routines including toilet training, changing of incontinent/sick children, dressing and undressing.
9. Assisting pupils in the use of resources including IT.
10. Providing assistance with the physical needs of students requiring this type of support.
11. Acting as a reader and scribe for students in examinations and written assessments.

**Administrative Duties**

1. Keep records of pupils' progress.
2. Prepare and present displays of students' work.

3. Assist class teachers in other tasks in order to support teaching.
4. Undertake other duties from time to time as the Headteacher requires.
5. Contact/liaise with parents as appropriate under guidance from the SENCO and RTL Manager.

### **Standards and Quality Assurance**

1. Support the aims and ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend team and staff meetings.
4. Be proactive in matters relating to health and safety across the school.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.**

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.