



Abbey Gate College

Job Description & Person Specification	
Role	Teaching Assistant
Contract	35 hours per week, term-time only, fixed term until 31 st August 2026, initially
Start Date	Required to start 1 st September 2025
Salary	£22,101 (based on 35 hours per week, term-time only)

Introduction from the Head:



Our wonderful Senior School and Sixth Form are enviably located in the historic Saughton Grange buildings, with stunning views across beautiful countryside towards the Welsh mountains and the Cheshire sandstone ridge; and our dedicated Infant and Junior School is just down the road in the charming and picturesque village of Aldford.

Our College is a unique, inspiring, and memorable place to learn and grow, where our caring and committed teaching and support staff will do all that they can to help our young persons to be the best that they can be.

We are a safe and friendly school community, where we look out for each other and where we work with each child’s individual interests, passions, and strengths; while also encouraging them to try new things, take risks, and be creative.

Our Mission:

We are committed, within our safe and caring community, that each one of our young persons will become the best that they can be and have the self-belief to go forward into this changeable world with courage and with compassion.

Our Aims:

We pursue our whole College mission, guided by three defining and aspirational aims:



SELF

Each pupil cares for their mental and physical wellbeing; learns and achieves to their individual potential; and is content, comfortable and confident to be who they are in our diverse and inclusive College.



SERVICE

Each pupil makes a positive difference to the lives of others in our College, as well as in our local and in wider, global communities.



SUSTAINABILITY

Each pupil contributes towards preserving and protecting the planet we all inherit and share, and has the opportunity to be creative and innovative; to help further humanity's progress in the future.

Thank you for taking the time find out more about us. If you feel that you could bring the right balance of care, commitment, expertise, and enthusiasm to this role, we would welcome your application.

Craig Jenkinson, MA (Oxon), PGCE, MInstLM, MCCT

The Post:

We are seeking a friendly, nurturing, enthusiastic and suitably qualified Teaching Assistant to support two young people, with special educational needs, on a one-to-one basis, to access the curriculum.

One of the young people is in Key Stage 4 and has an EHCP with confirmed diagnosis of Autism and SEMH needs, and the other is in Key Stage 3 and has an EHCP with SEMH needs.

Reporting to the Head of Learning Enrichment, there will be regular, direct contacts with parents.

The ideal candidate will have experience of working with young people with SEMH and SEND, and have a calm, positive, and engaging demeanour. They will be a good listener who is willing to learn and able to encourage the young people to engage. A sense of humour is also important.

The College will provide training for the right candidate to ensure that the young people's needs are met. This role is important in supporting the emotional and educational needs of the young people and assisting in problem solving and planning to proactively adapt the support for them.

This role will oversee, and co-ordinate, the young people's support as outlined in their EHCPs.

The Teaching Assistant will arrange and facilitate regular half-termly reviews with parents and the local authority (if and when necessary)

Job Description:

The post holder will be under the direction of the Head of Learning Enrichment and will support the young people in various subjects, assisting in the preparation of the materials and resources necessary to ensure full access to the curriculum. They will assist the young people in learning effectively and provide emotional support when working alone and in group situations.

The individual will support the young people to settle into school each morning, provide brief, clear expectations to them and ensure that the instructions are understood. The individual will also ensure that the young people have subtle support accessing appropriate lunchtime clubs, as required, and will facilitate interactions with peers in and outside of structured lessons.

The aim of the role is to facilitate inclusion, maximising the young people's level of contribution and achievement in all aspects of school life. An important part of the role is communicating with the parents to ensure that they are updated regularly and building a good relationship between Home and College.

The role will involve planning and implementing strategies to develop active learning and narrative skills in classes.

Supporting the young people by:

- Promoting self-esteem and independence.
- Promoting and supporting the inclusion of all young people in learning activities and extra-curricular activities.
- Young person Profile development and implementation.
- Preparing the young people for any foreseen changes.
- Developing conversational skills.
- Implementing Access Arrangements in lessons and assessments (25% extra time / Laptop / Scribe).
- Supporting the young people on a 1:1 basis (delivering Social Communications programme) promoting their emotional regulation in a differentiated curriculum.
- Providing visual support to assist with transitions.
- Scaffold the young people's social involvement with peers.

Supporting the teachers by:

- Assisting teaching staff in the delivery of learning activities and work programmes.
- Producing modified resources as required.
- Providing input into the planning and evaluation of learning activities for the individual young people, to enable teaching staff to make informed decisions when developing their plans, e.g. 'gaps' in learning.
- Monitoring and evaluating young persons' responses to learning activities.
- Recording young persons' information, as specified by the teaching staff, to ensure that the College's information systems are maintained.
- Fulfilling access arrangements.
- Supporting the use of ICT.
- Adapting equipment and/or sourcing appropriate resources.

Support the College by:

- Ensuring that all aspects of the EHCP provision are delivered.
- Planning meetings.
- Supporting EHCP documentation for Annual Review.
- Developing a good relationship with the Pastoral Team in order to ensure effective communication of the young persons' needs.
- Liaising, advising and consulting with other teaching staff, when required.
- Attending staff and other meetings and participating in staff training development work and staff reviews as required (including Staff Training days).
- Complying with school policies/procedures.
- Developing positive relationships with outside agencies.
- Accompanying staff and young people on visits, trips and out of school activities, as required.

In addition to the day-to-day responsibilities of the role, you will also be expected:

- To support the College's commitment to safeguarding children and promoting their welfare, at a level appropriate to this role.
- To be aware of, and comply with, policies and procedures relating to health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- To support the College in its aims and objectives.
- To contribute to and promote the overall ethos / work / aims of Abbey Gate College.
- To comply with the College's Staff Code of Conduct and exercise mutual respect of young persons and staff.
- To participate in training, meetings, and performance development activities as required and attend Staff Training days.
- To undertake such duties as may, from time to time, reasonably requested within the level of the post.

Person Specification:

The successful candidate will demonstrate the following:

Experience:

- Relevant training and experience of working with young persons in Key Stage 3 and 4.
- Relevant training and experience of working with SEN young persons in a classroom.

Qualifications:

- NVQ level 3 or 4.
- Relevant training in social communications.
- GCSEs in English / Maths / Science at Grade C or above, or equivalent.
- Basic Emergency First Aid at Work training, or above.

Skills / Personal Qualities:

- Adaptable, with a good sense of humour and able to take the initiative.
- Ability to enable and promote independent learning.
- Nurturing, supportive and positive demeanour.
- Positive 'can do' attitude.
- Excellent communication skills with the ability to use clear, concise language and provide clear expectations.
- Be proficient and confident with the use of ICT including the use of visual aids, visual timetables and schedules.
- Ability to modify classroom resources as required.
- Ability to work closely under the direction of the classroom teacher.
- Ability to use initiative to differentiate tasks to the young person's level of understanding.
- Excellent team player with the ability to build relationships at all levels across the College and also build strong relationships with external therapists.
- Strong time management / organisational skills, with the ability to prioritise and meet deadlines whilst work under pressure.
- Attention to detail, accurate and methodical.
- High standard of literacy and numeracy, reflecting the College's high standards in this area.

- Ability to deal with sensitive information with the utmost discretion and to maintain confidentiality at all times.
- Ability to think strategically.
- Ability and willingness to adapt to and embrace change.
- Willingness to learn new skills and promote new initiatives.
- Willingness and adaptability in tackling the variety of tasks arising in a school environment.
- Willingness to be flexible regarding the variety of tasks arising within the College environment, and to be flexible regarding working hours, within reason, in response to the needs of the College.
- Willingness to attend evening meetings and events as required (not a frequent requirement).
- Commitment to CPD and training opportunities.

Safeguarding & Child Protection:

Abbey Gate College is committed, as a priority, to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

Applicants will, therefore, be subject to stringent vetting and induction processes, including an enhanced DBS disclosure. **References for shortlisted candidates will be requested prior to interview**; please inform your referees.

Whilst criminal convictions are not necessarily a bar to appointment, this safety consideration will be central to all decisions regarding the employment of staff, approval of volunteers, and standards of external contractors.

Equality, Diversity & Inclusion:

We are committed to equality of opportunity for all staff and to treating all staff with dignity and respect. Therefore, applications from individuals are encouraged, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

Salary:

The salary for this position is £22,101 per annum based on the working hours of 8.30am to 4.00pm, Monday to Friday, term-time only (inclusive of a 30-minute unpaid lunchbreak per day, to be taken at the middle of the day).

Process for Applications:

- **Closing date for applications: Monday 23rd June 2025 at 9.00am**

In order to apply for our Teaching Assistant vacancy, please complete our Abbey Gate College application form (available at <https://www.abbeygatecollege.co.uk/about-us/vacancies/>).

Please also include a covering letter, which should be addressed to our Head, Mr Craig Jenkinson, outlining your interest in, and suitability for, the role and the College.

Your completed application form and covering letter should be returned to Mrs Sue Moran, HR and Staff Wellbeing Manager, at: sue.moran@abbeygatecollege.co.uk by the above closing date.

Should you require any additional information or assistance regarding your application, please also contact Sue Moran.

Please visit our website at www.abbeygatecollege.co.uk for more information about the College.