



Abbey Gate College

Job Description & Person Specification	
Role	Teaching Assistant
Contract	14 hours (2 days) per week, term-time only, permanent
Start Date	Required to start as soon as possible
Salary	£8,586 (based on 14 hours per week, term-time only), which is Grade 4, Grade Point 16 of the Abbey Gate College Support Staff Pay Scales

Introduction from the Head:



“A calm, inclusive environment, where relationships thrive.” [ISI 2025 Inspection Report]

I am proud to welcome you to our wonderful College!

From Foundation to Sixth Form, this is a nurturing, kind, and beautiful place to learn and grow. And I speak as both the Head and also as a parent. Our caring, committed, and highly capable teaching and support staff do all that they can to guide, support, and challenge our pupils to achieve excellence.

“Teaching is well paced and composed, resulting in lessons that are purposeful and calm, enabling pupils to make rapid progress.” [ISI 2025 Inspection Report]

Ours is a friendly and compassionate school community, where we work with each child’s individual interests and strengths; while also encouraging them to try new things, take risks and be creative.

“Pupils’ self-knowledge and self-awareness are evident in their genuine interest in learning and their motivation to improve through a deeper understanding of themselves.” [ISI 2025 Inspection Report]

We have three Pillars of Purpose, which have evolved from the foundations laid half a century ago when Abbey Gate College first opened its doors. “Self”, “Service”, and “Sustainability” define an innovative and forward-thinking approach to education and our world’s needs for the next half-century.

“The school’s ethos, rooted in the three pillars, permeates school culture and is widely reflected across both curricular and co-curricular activities. These pillars encourage pupils to engage with key concepts, challenge themselves, and develop both character and skills.” [ISI 2025 Inspection Report]

Abbey Gate College is an education for living and for life, in beautiful buildings and grounds, with high standards and an overall culture of care and personalised nurture.

“Pupils view service to others as a core aspect of school life, fostering a strong sense of social responsibility.”
[ISI 2025 Inspection Report]

Our Mission:

We are committed, within our safe and caring community, that each one of our students 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.

Nurturing Personal Excellence

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 work within the classroom environment or on a 1:1 or small group basis outside of the classroom.

Reporting to the Head of Learning Enrichment, the ideal candidate will have experience of working with young people of secondary school age, and have a calm, positive, and engaging demeanour. They will be a good listener who is willing to learn and able to encourage students to engage. A sense of humour is also important.

The College will provide training support for the right candidate to ensure that our students' needs are met. This role is important in supporting the emotional and educational needs of our young people.

This role involves working two days per week, during term time. The preferred working pattern would be for the two days to be worked at the start of the week, i.e. Monday and Tuesday, or Tuesday and Wednesday.

Job Description / Outline of Role and Key Responsibilities:

The successful candidate will:

- Help and contribute to create and managing a caring, supportive, purposeful and stimulating environment, which is conducive to students' learning.
- Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations, as agreed with class teachers.
- Help to enable pupils to develop and maintain positive attitudes towards learning.
- Help to prepare resources, as directed by the class teacher.
- Be part of a whole school team, actively involved in the preparation and development of teaching materials and resources, as appropriate.
- Attend and participate in staff meetings, briefings, planning meetings and Staff CPD days, as appropriate.
- Ensure that school policies are reflected in daily practice.
- Help with outings and sporting events, if relevant
- Comply with school policies and procedures and ensure they are reflected in daily practice.

Person Specification:

The successful candidate will demonstrate the following:

Experience:

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

Qualifications:

- NVQ level 3 or 4.
- 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.

Remuneration:

Abbey Gate College operates its own Pay Scales.

The salary for this role is £8,586 (based on 14 hours per week, term-time only), which is Grade 4, Grade Point 16 of the Abbey Gate College Support Staff Pay Scales (inclusive of a 30-minute unpaid lunch break). The working pattern would be 8.30am – 4.00pm daily.

Employee Benefits

- Beautiful buildings and stunning grounds in a rural setting, just outside of Chester
- Friendly and supportive colleagues with a strong community feel
- Small class sizes, up to 24 at KS4 and 16 at Sixth Form
- Committed, respectful, and friendly students
- A generous non-contact allocation
- Complementary lunch for all colleagues
- A Defined Contribution Pension Scheme, with Royal London, with a 7% employer's contribution and a minimum employee's contribution of 3% (AVCs optional)
- A Death in Service benefit of 3 x annual salary
- Discounted school fees
- Access to our extensive Employee Assistance Programme, which includes counselling provision
- Trade Union Recognition
- Free onsite parking

Applicants are recommended to read the College's most recent ISI inspection report, from November 2025, which describes further the unique ethos of our school (available at: <https://www.abbeygatecollege.co.uk/about-us/inspection-reports/>).

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.

Process for Applications:

- **Closing date for applications: Monday 2nd November 2026 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.