

The people behind  
the magic.



JOIN OUR TEAM



# Educational Teaching Assistant

**Salary:** Grade 7 (NJC Point 14-17) **Actual Salary Range:** £21,061 - £22,118

**Hours:** 30 hours 30 minutes per week across Monday to Friday, term time plus 5 days

**Contract Type:** Permanent

**Closing Date:** Friday 10 October 2025 at 9am

**Interview:** Monday 20 October 2025

**Start Date:** As soon as your notice period allows



Together  
Learning Trust

# Innovating, Communicating, Empowering

At Castle Hill School, we stand as pioneers of innovative and personalised teaching and learning. Our mission is clear: to enable every student to become effective communicators, engage in meaningful learning experiences, and be empowered to positively influence their world.

Nestled within our ethos is a deep-rooted commitment to inclusivity. As an established specialist provision for Special Educational Needs and Disability (SEND), we embrace the diversity of our student body and celebrate the unique strengths and talents of each individual.

Education thrives in partnership, and at Castle Hill, we take pride in our outward-facing approach. We actively engage with our local, national, and international communities, recognising the enriching value of collaboration and exchange.

Our dedication to community cohesion knows no bounds. Joining the Together Learning Trust exemplifies our commitment to fostering inclusivity and furthering our journey towards empowering independence. Within this supportive network of schools, we share a common value: to nurture independence and enrich the lives of all students.

As we embark on this exciting chapter, we eagerly anticipate the opportunities that lie ahead. Together, within our new family of schools, we are poised to continue our legacy of innovation, communication, and empowerment. Welcome to Castle Hill School, where every student's potential is not just realized, but celebrated.



*Castle Hill School is second to none. Their care and attention to my child's needs is exemplary."*

- PARENT COMMENT - 2019



# When schools collaborate, incredible things happen.

**Together Learning Trust** is a thriving group local family of schools. We have three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



*"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."*

**- LIZ WOODFIELD, HEADTEACHER,  
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



[www.castlehillsschool.org.uk](http://www.castlehillsschool.org.uk)

**Together**  
Learning Trust

## THE JOB

# Educational Teaching Assistant

We are looking to appoint three full time permanent Educational Teaching Assistant's to join our team to commence as soon as possible.

Castle Hill School is an Academy for pupils with Severe and Profound Learning Difficulties, age 3-19. Ofsted judged the school as being 'Outstanding' in its three previous inspections. We provide an energetic and forward thinking educational community with cutting-edge facilities and a nurturing environment. We are committed to learning and we offer a broad and challenging curriculum with a child centred philosophy at its core. We promote effective communication and independence in all we do.

### What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

We offer excellent personal development and unique opportunities of working within a totally school led system.

### What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pension Fund
- A Supportive and forward-thinking Leadership Team
- Staff development through appraisal and CPD
- Free Parking
- Cycle to Work scheme
- Eye Care
- Home & Technology Scheme
- GP Online and Prescription Service
- Your Care Wellbeing package
- Lifestyle benefits (discount platform)

### Further requirements for the position:

- A passion and commitment to education for students with complex needs
- Enthusiasm and energy
- Ability to learn
- Adaptability
- Excellent communication skills
- Ability to inspire and motivate
- Ability to form positive and effective relationships

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

A tour of the school will be available on Thursday 25 September and Thursday 2 October at 3.45pm, please contact the school office to confirm your attendance.

The closing date for the application is noon on Friday 10 October 2025. The provisional interview date is Monday 20 October 2025.

## JOB DESCRIPTION

# Educational Teaching Assistant

<b>Responsible to:</b>	Principal/Class Teacher/Senior Educational Teaching Assistant
<b>Scale/Salary</b>	Grade: 7, NJC SCP: 14 – 17 – 30.5 hours – Term Time only plus 5 days
<b>Main purpose of the role:</b>	<p>To work as part of a team including teachers and other support staff to support the learning and welfare of pupils with additional needs.</p> <p>Provide practical support for learning, educational activities, developing social skills, integration and securing pupils' physical and emotional wellbeing including encouraging their independence.</p>
<b>Main Duties &amp; deliverables</b>	<p><b><u>Teaching Support</u></b></p> <ul style="list-style-type: none"><li>• To undertake duties in accordance with academy practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the academy.</li><li>• To work under the direction of the class teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.</li><li>• Under the guidance of the teacher, supervise activities and assist with the general management and control of pupils in the academy.</li><li>• Under the direction of the teacher provide one to one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the teachers approach.</li><li>• To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.</li><li>• To provide basic clerical duties where required e.g. photocopying, filing etc.</li><li>• Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.</li><li>• Under the guidance of the teacher, work with individuals or groups of pupils in accessing the academy library and in the use of ICT and other relevant resources to support learning.</li><li>• To participate in and assist in the supervision and support of pupils on educational visits, residentials and work experience in conjunction with the teacher/line manager.</li><li>• As directed by the teacher to promote good pupil behaviour, dealing promptly with conduct and incidents in line with</li></ul>

established policy and encourage pupils to take responsibility of their own behaviour.

- To undertake relevant training and monitoring programmes as required from time to time by the Principal or the MAT, to ensure needs are addressed and expertise is developed.
- **Pupil Care and Support**
  - To provide support and guidance under the direction of the teacher on a one to one basis or to teams of pupils in their core skills and curriculum needs as per academy policies/practices.
  - To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
  - To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc. to maximise their achievements.
  - As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Principal.
  - To provide all aspects of personal care and support to pupil, ensuring this is carried out to a high standard, as per school guidance and direction i.e. toileting, intimate care issues.
  - Where required to assist with the general feeding and gastrostomy feeding of pupils.
  - As required, by the academy, to assist under the direction of the school nurse and/ or specialist, in medically related issues e.g. administering medication, physiotherapy treatment, occupational therapy, speech and language programmes.
  - Assist with the assessment and monitoring of pupils physical and emotional needs.
  - Ensuring pupils retain individuality, personal dignity and encouraging independence and self-esteem.
  - To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and personal care needs including attendance at meetings as required.
  - To provide lunchtime cover as required.

#### **Curriculum Activities**

- Under the direction of the teacher, assist in the structured and agreed learning activities/teaching programmes.

	<ul style="list-style-type: none"> <li>• To assist with the developing and maintaining of links between the academy, parents and the local community in support of pupils' learning.</li> <li>• To contribute in the presentation of pupils' work and maintenance of display areas.</li> <li>• To assist with the preparation and tidying of the classroom and upkeep of resources.</li> <li>• To attend and contribute to duty related meetings as required.</li> </ul> <p><b><u>Use of Supporting Equipment</u></b></p> <ul style="list-style-type: none"> <li>• To ensure the correct and safe use of equipment i.e. lifts, hoists, mobility equipment and medical aids.</li> <li>• To provide assistance and advice to staff on the correct use of equipment.</li> <li>• To assist with the carrying out of basic routine safety checks of equipment and report any fault to the Principal/ line manager.</li> </ul> <p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• As part of your wider duties and responsibilities you are required to promote and actively support the Academy's and MATs responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.</li> <li>• Carry out your duties with due regard to current and future Academy's/MATs policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction and ongoing performance development and through academy communications.</li> </ul>
<b>Expected Behaviours</b>	<ul style="list-style-type: none"> <li>• Support the ethos, vision, principles and values of the school.</li> <li>• Treat colleagues, students and all members of the community with respect and consideration.</li> <li>• Treat all students fairly, consistently and without prejudice.</li> <li>• Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.</li> <li>• Support the ethos of the school by upholding the code of conduct, uniform rules, etc.</li> </ul>



	<ul style="list-style-type: none"> <li>• Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers.</li> <li>• Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence.</li> <li>• Read and adhere to School policies and implement School improvement plans.</li> <li>• Participate in the development and management of the school by attending various team and staff meetings.</li> <li>• Undertake duties as prescribed within the school's policies.</li> <li>• Undertake professional duties reasonably assigned to them by the Headteacher.</li> <li>• Be proactive and take responsibility for matters relating to health and safety.</li> <li>• To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.</li> </ul>
<b>Other specific duties</b>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that <b>it is an offence to apply for the role</b> if you are barred from engaging in regulated activity relevant to children.</p>	





## PERSON SPECIFICATION

# Educational Teaching Assistant

To be assessed through application, reference and interview.

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths	✓	
To have or to be willing to work towards specific training programmes when available related to the needs of the school and your own professional development	✓	
To have or to be willing to work towards a full or emergency pediatrics first aid certificate	✓	
<b>Experience</b>		
At least one year's experience of working with children with learning difficulties preferably within a school situation	✓	
Experience of working in schools or with other organisations involving direct contact with children	✓	
Experience of working with young children with learning difficulties	✓	
Experience of working with children with challenging behaviour		✓
Experience with pupils who have communication difficulties	✓	
<b>Skills and Abilities</b>		
Excellent written and communication skills	✓	
A good understanding of literacy and numeracy	✓	
Ability to efficiently manage and prioritise workloads	✓	
Ability to build positive relationships with all stakeholders, especially parents/carers	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise child safeguarding issues	✓	
Good level of proficiency in Microsoft Word, Excel and Outlook	✓	
Good interpersonal skills	✓	
Awareness of signing in communication		
Ability to work collaboratively with other adults within the school as a team member	✓	
<b>Personal Attributes</b>		
ability to keep difficulties and problems in perspective		
patience and control		
enthusiasm		
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	

Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
A commitment to inclusive education	✓	
Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	

A background image showing a large group of children in a classroom, all with their hands raised in the air, suggesting an active learning environment or a Q&A session.

## HOW TO APPLY

# Say yes to new adventures.

If you'd like a chat about the role or have any questions, we'd be delighted to hear from you. Please contact our School Business Manager Allanna Hoyer via [recruitment@castlehill.TLT.school](mailto:recruitment@castlehill.TLT.school)

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

## SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2025.