Walkwood

Church of England Middle School

Recruitment information:

Teaching Assistant Grade 2





Our Vision:
In our inclusive community,
Each valued individual is taught self-belief
We are resilient and optimistic,
Caring for ourselves and our peers.
We are Children of God, with hope,
Awe and wonder in our hearts.

Our Bible verse:
Be kind to one another, tender-hearted, forgiving one another, as God in Christ forgave you. ***Ephesians 4:32***

Our core values:

Kindness friendship Truthfulness Respect

Respect - Believe - Succeed

Headteacher's introduction

Thank you for taking time to request information about the appointment of a Grade 2 Teaching Assistant at Walkwood Church of England Middle School. Our school is "middle deemed secondary", and the timetable is run as for a secondary school, with emphasis placed on subject specialisms.

We set high aspirations for all our pupils, both academically and socially. Our Christian values lie at the heart of our work, and we provide a broad, rich, stimulating education to develop a passion for learning in all children. We aim to challenge all our children within a safe and supportive environment, encouraging them to become reflective, resilient learners and achieve academic excellence. High standards for behaviour across the school are promoted by all staff to enable a purposeful learning environment in which all children can flourish.

We are looking for a passionate and empowering Teaching Assistant with a clear understanding of the most effective strategies to support pupils' emotional wellbeing throughout their time at Walkwood and to support pupils to achieve academically in an inclusive setting. They will enjoy working as part of a team and demonstrate the ability to establish highly effective working relationships with pupils and their families, acting as an outstanding role model. They will have opportunity to work in mainstream as well as having the opportunity to work within the Autism Base on site. Previous experience of supporting pupils with autism is desirable for this role, together with GCSE passes in Maths and English (C/4+) or equivalent.

If you wish to be considered for this post at Walkwood Middle School, please complete an application form. Kindly send your documents to recruitment@walkwoodms.worcs.sch.uk by **9.00am** on the **30th November 2026**. Short-listed candidates will be contacted soon after this date and interviews will be held week beginning 7 December 2026. Tours of the school will be part of the interview day. CV's will not be accepted.

If you feel you are ready for a new role, working collaboratively with pupils, staff and the wider Trust, then I look forward to receiving your application.

Mrs Caroline Lowe
Headteacher

Job description

Part I

Walkwood CE Middle School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Part II

Post title:	Teaching Assistant Grade 2
Salary and Grade:	TA2 £ 25,614 to £ 26,016 pro rata
Responsible to:	Assistant Headteacher
Hours of work:	33 hours and 20 minutes per week, 5 days a week term time only plus 5 Inset days

Purpose of the Job

To work collaboratively with the classroom teacher and line manager with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising details knowledge and specialist skills.

Part III

Main responsibilities are to:

Under the educational plan agreed with the teacher or designated supervisor:

- Support the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use skills to foster the intellectual and social development of children. Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- Undertake those activities necessary to foster the intellectual and social development of children.
- To feedback to class teachers, achievements, problems, and concerns to designated supervisor.
- Actively engage in the delivery of the educational work programme and activities developed by the classroom teacher.

- To present a good image and carry out duties in a way which promotes the School's aims and values.
- To comply with the requirements of the Health and Safety at Work Regulations. To take reasonable care for the Health and Safety of him/herself and others affected by his/her work and to co-operate with employers in ensuring the Health and Safety responsibilities are carried out.
- All staff within the school are expected to demonstrate a commitment to safeguarding children.
- Undertake such duties and work hours as agreed with the Line Manager and carry out duties as may be required from time to time as detailed by the Line Manager.

All staff within the school are expected to demonstrate a commitment to safeguarding children.

The job description is not necessarily a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher and Governing Body may require. It may be reviewed annually or earlier if necessary, and it may be subject to modification or amendment after consultation with the post holder.

The school is committed to safeguarding, the well-being of children and young people and the promotion of fundamental British values and expects all staff and volunteers to share this commitment.

Signed : …… Date……

Signed : …… Date……

For and on behalf of Walkwood CE Middle School

Person Specification

Person Specification – Teaching Assistant (TA2) – (SEND Focus: Autism)

Essential Qualifications & Training

- GCSEs (or equivalent) in English and Maths (Grade C/4 or above)
- Relevant Level 2 or Level 3 Teaching Assistant qualification (or willingness to work towards)
- Evidence of continuous professional development, particularly in SEND and autism support

Experience

- Proven experience working as a Teaching Assistant or in a similar educational support role
- Demonstrable experience supporting pupils with Special Educational Needs and Disabilities (SEND)
- Experience working with pupils with Autism Spectrum Condition (ASC)

Knowledge & Understanding

- Good understanding of autism and its impact on learning, communication, and social interaction
- Awareness of inclusive teaching practices and differentiation strategies
- Understanding of safeguarding procedures and child protection responsibilities
- Familiarity with behaviour management strategies, including positive behaviour support approaches

Skills & Abilities

- Ability to build positive, supportive relationships with pupils, staff, and parents/carers
- Strong communication skills, including the ability to adapt communication styles to meet individual pupil needs
- Skilled in supporting pupils' emotional regulation and promoting independence
- Ability to work collaboratively as part of a team, as well as using initiative when required
- Competence in supporting teaching and learning activities under the direction of a teacher
- Good organisational skills and ability to manage time effectively

Personal Qualities

- Patient, empathetic, and resilient approach to supporting pupils
- Commitment to inclusion and equality of opportunity
- Flexible and adaptable to meet the changing needs of pupils and the school environment
- Positive attitude and willingness to engage in further training and development
- Professional, reliable, and able to maintain confidentiality

Desirable Criteria

- Training in autism-specific approaches (e.g. TEACCH, PECS, or similar strategies)
- Experience supporting sensory needs and using sensory regulation tools
- First Aid training

- Experience of working with assistive technologies or alternative communication methods (e.g. AAC systems)

Additional Requirements

- Enhanced DBS clearance
- Commitment to safeguarding and promoting the welfare of children and young people

Note: The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointments to this post will be subject to receipt of satisfactory Enhanced Disclosure and Barring Service (DBS) check.