



The John of Gaunt School

## **TEACHING ASSISTANT (BEHAVIOUR SUPPORT)**

**Hours:** 35 Hours per week x 39 weeks per year

**Contract:** Permanent

**Salary:** Grade E - £25,989 - £26,403 to be paid pro rata

**Closing Date:** Wednesday 17th September 2025 at 10 am



EQUA Mead  
Learning Trust

The John of Gaunt School

[www.johnofgauntschool.org](http://www.johnofgauntschool.org)

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## Who we are

The John of Gaunt School is a unique, vibrant and highly successful school. The School has a strong reputation for both academic and pastoral excellence. Whilst we are first and foremost a place of learning, we strive to ensure that students are academically nurtured and cared for in a safe environment in which they can be happy, grow, gain in confidence and be challenged to achieve in all aspects of school life.

## Our Values

### Kindness

- At The John of Gaunt School we nurture, recognise and celebrate the important quality of being generous, helpful, and caring towards other people that is essential in our society today.

### Positivity

- Being optimistic in attitude is crucial for any person to be successful at any stage of their life. We believe that positivity breeds positivity, and so we foster this trait in all members of our school.

### Belonging

- All our staff and students must be happy and comfortable within our community at The John of Gaunt School. We want every member to feel welcome and accepted so that they can flourish.

## Our Mission

Our Mission is to make sure that all our students, discover their personal best and thrive academically, individually and socially regardless of their circumstances.

We are relentless in driving high expectations and make no apology for ensuring high standards across the school.

## Ethos & Culture

We are a highly inclusive school that blends nurturing individual care with high standards and expectations.

Our students are proud of their school and are happy, ambitious inquisitive learners. They thrive on a curriculum and character education programme that takes place in classrooms, and includes clubs, trips and activities. Our ethos is underpinned by strong relationships between students, parents, carers, staff and governors, who all work tirelessly together to ensure students develop their individual characteristics to be successful at school and beyond.

## Our School & Community

The John of Gaunt School is a fully comprehensive single Academy for students from the ages of 11 – 18, with approximately 1250 students on roll. We are a school for our community and strongly believe in collaboration. We actively promote this with our local secondary and primary schools through Collaborative Schools Ltd - a social enterprise incorporating all Trowbridge schools; and the West Wiltshire Alliance. Our strong partnerships with local primaries mean that most students join us already knowing the school and key staff.



Dear Applicant,

**Teaching Assistant - Behavioural Support, Permanent Contract**

I am delighted that you have shown an interest in this post at The John of Gaunt School which will start as soon as possible. The successful applicant will join a committed and talented staff team with a supportive Governing Body who share high ambitions and the desire of excellence for our students. This is a truly exciting time to join our growing, forward-thinking school. We have high expectations of Teaching & Learning and to facilitate this, a framework of high-quality practice has been created. These JOG essentials can be found on our website (here).

You will find much information about the school and the faculty both on our website and in the candidate pack, which I hope encourages you to make an application. To apply please complete an application on TES. If you have any queries please contact our HR Department via email at [vacancies@jogschool.org](mailto:vacancies@jogschool.org)

The closing date for applications is Wednesday 17th September at 10am.

The John of Gaunt School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education, references will be called prior to the interview and an online profile search conducted on all shortlisted candidates. The successful candidate will be expected to complete an enhanced DBS disclosure.

Thank you, once again, for your interest in this post. We very much hope that you will pursue your interest in this position and I look forward to reading your application and possibly meeting you at interview.

Yours faithfully,

**Ben Rhodes**  
Headteacher



## Teaching Assistant Job Description

Under the direction of the PBSC Co-Ordinator, to support students with a range of individual needs and learning styles to access learning and address challenging behaviour.

**Responsible to:** Pastoral Support Manager

**Immediate Line Manager:** Pastoral Behaviour

**Support Centre (PBSC) Co-ordinator**

*The postholder is expected to work for 35 hours per week, 39 weeks per year (term time only including TD days).*

### Main Job Purpose:

*Under the direction of the PBSC Co-Ordinator, to support students with a range of individual needs and learning styles to access learning and address challenging behaviour.*

### Key Tasks:

#### **Supporting students learning within the PBSC, either in groups or through 1:1 work.**

The exact tasks will depend on the learning support needs of the student/s but may include:

- Clarifying and explaining instructions.
- Ensuring students are able to use equipment and materials provided.
- Motivating and supporting students.
- Assisting in weaker areas, eg language, reading, spelling, handwriting, presentation.
- Helping students to concentrate on and finish work set.
- As specified by the PBSC Co-Ordinator, developing appropriate resources to support students.
- Responsibility for promoting and safeguarding the welfare of students at the school.
- Supporting students to identify the reasons they are in the PBSC and helping them to reflect on ways to improve behaviour on return to mainstream lessons.
- Maintain routines and high expectations in line with the school behaviour policy.
- Supporting break-time and centralised after school detentions within the PBSC.
- To offer support to students and staff who are engaging in restorative conversations.

#### **Supporting students self esteem, learning, inclusion and behavioural development, eg**

- Encouraging acceptance and inclusion of the student whilst still addressing challenging behaviour.
- Developing methods of promoting/reinforcing the student's self-esteem and independence in conjunction with assisting students to see how they can take responsibility for their actions.
- Providing individual support within the PBSC for students with social or emotional communication difficulties.
- Establishing a supportive relationship with students.
- Reinforcing the school ethos, eg expectations of learning behaviour within a class and elsewhere on the school site.

#### **Supporting the teacher/s, eg:**

- As specified by the teacher, adapting and interpreting lessons and instructions to students who are working with the PBSC.
- In conjunction with the PBSC Co-Ordinator (and other professionals as appropriate), to contribute to the recording of students behaviour, both positive and negative, within the PBSC.
- Providing regular feedback about students to tutors and Student Development Team members.
- Occasional clerical duties eg photocopying and collating materials.

#### **Supporting the curriculum with in the PBSC**

- Supporting the delivery of the literacy and mathematics strategy along with other aspects of the curriculum offered by the school.

#### **Safeguarding Children**

- Be responsible for promoting and safeguarding the welfare of students at the school.
- Hold enhanced DBS clearance, with children's barred list checks.





## Teaching Assistant - Behavioural Support Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE x 5 at grade C or above including English and Maths (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Educated to A level</li> <li>SEN qualifications</li> <li>Teaching Assistant's Award</li> <li>Mental Health First Aid</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Previous work with young people</li> </ul>	<ul style="list-style-type: none"> <li>Working within an educational setting</li> <li>At least one year in a role working closely with young people</li> <li>Some understanding or experience of working with students who have Special Educational Needs</li> <li>Practical knowledge of supporting young people in their learning</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to support young people with character development, behaviour and learning skills</li> <li>Competent numeracy and literacy skills</li> <li>Outstanding interpersonal and communication skills, both written and verbal</li> <li>Excellent time management skills</li> <li>Ability to stay calm and work effectively when under pressure while maintaining a positive, professional attitude</li> <li>Ability to work constructively as part of a team and alone</li> <li>An understanding of the need for confidentiality and the implementation of professional boundaries</li> <li>Ability to converse at ease in accurate spoken English</li> <li>IT literate</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of inclusion and supporting students with differing needs</li> <li>An understanding of Child Protection and Safeguarding procedures</li> <li>Specialist knowledge in delivering core subject support ie English and Maths</li> <li>Ability to use a range of IT to support students in their learning</li> <li>Ability to use SIMS</li> <li>An understanding of academic tracking/current grades</li> </ul>



## Teaching Assistant - Behavioural Support Person Specification

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"><li>• Ability to build and maintain good working relationships with students, staff, parents/carers and external agencies</li><li>• A patient, non-confrontational and positive role model</li><li>• Honest and reliable</li><li>• Confident with a positive attitude, flexible and resilient</li><li>• Friendly and approachable manner</li><li>• Proactive, self-motivated and able to work on your own initiative</li><li>• Keen to learn and extend skill set</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with young people and adults</li></ul>	<ul style="list-style-type: none"><li>• An awareness of how to prioritise when under pressure and when to ask for support if needed.</li></ul>
Requirements	<ul style="list-style-type: none"><li>• Enthusiasm for, and commitment to, the achievement of the school's overall vision for success at all levels</li><li>• An unconditional, positive regard for young people and a passion for helping students overcome barriers to learning</li><li>• Commitment to safeguarding and promoting the welfare of children</li><li>• Commitment to anti-discriminatory practice</li><li>• A desire to make a difference</li><li>• Work within school procedures and policy guidelines</li><li>• Follow confidentiality protocol</li><li>• Hold enhanced DBS certificate, with children's barred list checks</li></ul>	<ul style="list-style-type: none"><li>• An interest in how learning occurs</li><li>• Innovative approach to problem solving</li></ul>



## **Our commitment to safeguarding**

At The John of Gaunt School we are committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. A copy of the school's Safeguarding Children in Our School Policy and our Policy and Code of Conduct for Safe Practice are included in this pack for your reference. Further related policies will be included in the induction process. The interview will seek clarification on information you provide on your application form, assess your suitability for the post and assess your suitability to work in an environment where you will have contact with students. It will include questions relating to safeguarding and promoting the welfare of children.

If you are shortlisted references will be sought from your current or most recent employer and any issues arising from a reference will be discussed at interview. If you have worked with children in the past, but do not do so at the moment, a reference will be sought from this employer as well. If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor. References will be required which cover the past 5 years.

The application form asks you to give the contact details of a 'personal referee'; this should not be a relative or friend. Please give names and email contacts for all referees. The post will only be offered once two satisfactory references have been received.

Due to the nature of this post, you will be required to apply for an enhanced disclosure with barred list from the DBS (Disclosure and Barring Service) if you are offered the post. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The school will apply on your behalf and will pay the necessary fee. This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 Exceptions Order 1975, 2013 and 2020.

Having a criminal conviction will not automatically exclude you from employment, this will depend on the nature of the position and the circumstances and background of the offences committed. However, an offer of employment will be conditional until DBS and medical clearance have been received.



## Our Town

The historic woollen town of Trowbridge is the County town of Wiltshire, and situated close to the edge of Salisbury Plain. Trowbridge is a socially diverse and rapidly growing town and offers a range of High Street and independent shops, supermarkets, cafés, pubs and restaurants, as well as a weekly street market featuring local stalls and traders and is only 10 miles by road from Bath. The school is a 5 minute walk from the train station, which provides good rail links to Bath, Bristol and nationally. Trowbridge provides a great base from which to explore the region, including the world famous landmarks such as Stonehenge and Avebury as well as numerous National Trust and English Heritage sites.



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