



# Teaching Assistant (Qualified)

## Application Pack



**Archway School**

Paganhill  
Stroud  
Gloucestershire GL5 4AX

[www.archwayschool.net](http://www.archwayschool.net)

Archway School • Paganhill • Stroud  
Gloucestershire • GL5 4AX

Tel 01453 763242  
admin@archwayschool.net  
www.archwayschool.net  
Headteacher: Kieron Smith



January 2022

Dear Candidate

Thank you for taking the time to download and read this application pack.

I am delighted that you are considering applying for a position at Archway School. Our school is situated in the heart of Stroud, Gloucestershire, which was named the UK's best place to live in the Sunday Times 2021 listing. At Archway School you will find a forward thinking and fully supportive team of staff who are passionate about improving the opportunities for all students.

We would be delighted to receive your application.

Yours faithfully



Kieron Smith  
**Headteacher**



## **Archway School and its Surrounding Area**

Archway is an established 11-18 maintained co-educational comprehensive school situated in the heart of Stroud. We have a wide catchment area and a strong presence within the community. Our school is a popular choice and we currently have 919 students on the roll, of whom 133 are in Sixth Form.

### **Why Work at Archway?**

Since the most recent Ofsted report (2018) Archway has made significant progress in a number of areas. Increased expectations with the Disruption Free Learning policy, creating an engaging inclusive Curriculum and making the development of Teaching and Learning a focus throughout.

Our staff and students are aspirational in their outlook, they strive to achieve the highest standards and enjoy being part of our community. We have high quality facilities to meet the needs of our students such as computer suites; Drama studio; Sports Hall; Dance studio; fitness suite; well resourced library; learning support Hub, swimming pool and we are currently applying to build a 3 G Astro turf.

The outcomes for students have reflected the improvement the school has made over the last few years. Progress 8 figures continue to be on a steady upward curve and our Sixth Form has consistently shown value added.

Our school population includes young people who have special educational needs and disabilities (SEND) in each of the four main categories: communication and interaction, cognition and learning, social emotional and mental health, and sensory/physical needs. We currently have 21 students on roll with an Education Health and Care Plan (EHC Plan) across years 7 to 11.

All young people at Archway have the opportunity to follow all National Curriculum subjects in line with their peers as well as undertaking an appropriate GCSE curriculum pathway that is discussed and selected during Year 9. Our school is committed to ensuring that all students, irrespective of their starting points or specific needs make progress in line with their peers.

### **Professional Development**

We value the importance of Continuing Professional Development for all staff. We pride ourselves on the opportunities that staff have available to undertake enabling continuing professional growth throughout your time at Archway.

### **The Stroud Area**

Stroud is a market town situated in the centre of Gloucestershire, deep within beautiful limestone valleys and amongst the glorious scenery of the Cotswolds Area of Outstanding Natural Beauty. It has good transport links with direct train services to London and easy access to both the M5 and M4 motorways.

Stroud is well known for its vibrant mix of artists and crafts people as well as the multi-award-winning Stroud Farmers' Market. Throughout the year there are arts festivals, craft trails and workshops. The area has some major employers, particularly in the field of engineering including Renishaw, Delphi and Schlumberger as well as the energy company Ecotricity. The nearby city of Gloucester and Cheltenham also offer a range of employment opportunities.

Stroud offers excellent walking for all abilities and a stroll along the Cotswolds Canals that run through the heart of our town is a fascinating journey along a secret corridor of wildlife and history.

## Job Description for Teaching Assistant (Qualified)



<b>Job Title:</b> Teaching Assistant (Qualified)	<b>Grade 5</b> <b>Salary Range Pts 11 - 14</b> £21,748 - £23,080 per annum, pro rata
<b>Work Location:</b> School Based	<b>Conditions:</b> 25 hours per week, term time only + 1 week Inset/Twilight (equivalent to 39 weeks)

### Job Purpose

To support students with an Education, Health and Care Plan (EHCP) and other students with additional needs. To enable the students to access the curriculum and ensure their physical and emotional development.

### Main Duties and Responsibilities

Under the direction of the Head of Learning Support:

- Support within the classroom environment across the curriculum
- Support with students in the Learning Support department as directed
- Monitor student and report problems and concerns to designated supervisor
- Undertake those activities necessary to foster the intellectual and social development of the student
- With teaching staff, play an active role in differentiation of work for the student
- Regular liaison with parents
- Excellent data/record keeping
- Work collaboratively with a strong, supportive team

### Qualifications / Experience

- Previous experience of working at secondary school level as a qualified LSW/TA
- GCSE (or equivalent) Maths and English at Grade C/4 or above

Plus one or more of the following:

- NVQ Level 3 or above in a relevant child care or educational support subject
- BTEC National in a relevant child care or educational support subject
- City and Guilds qualification in a relevant child care or educational support subject provided the holder also has 3 years relevant experience

### Supervisory Responsibility

None

### Supervision Received

- Head of Learning Support
- Assistant to Head of Learning Support

### Principal Contacts

- Head of Learning Support
- TA Team
- Teaching staff
- Learning Mentors
- Students
- Parents
- School staff

**Health and Safety**

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Archway School operates a No Smoking policy.

**Special Conditions**

Term time only plus one week for Inset/Twilight.

Leave to be taken when school is not in session.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Archway School is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an enhanced DBS check.

## Person Specification for Teaching Assistant (Qualified)



Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Previous experience of working in a secondary school as a qualified LSW/TA</li> <li>• A proven record of personal / professional development</li> </ul>	Experience of working with students across the curriculum.
Qualification and Training	<ul style="list-style-type: none"> <li>• GCSE in Maths and English (or equivalent) Grade C/4 or above</li> <li>• NVQ Level 3 or above in a relevant child care or educational support subject</li> <li>• BEC National in a relevant child care or educational support subject or</li> <li>• City and Guilds qualification in a relevant child care or educational support subject provided the holder also has 3 years relevant experience</li> </ul>	
Aptitude and Abilities	<ul style="list-style-type: none"> <li>• IT literate</li> <li>• Good organisational/administration skills</li> <li>• Work independently</li> <li>• Good time management</li> <li>• Work as a team member</li> <li>• Excellent interpersonal and communication skills</li> <li>• Enthusiastic and motivated</li> </ul>	
Disposition Attitude/Motivation	<ul style="list-style-type: none"> <li>• Reliable</li> <li>• Consistent</li> <li>• Conscientious</li> <li>• Take initiative</li> <li>• Patient</li> <li>• Sense of humour</li> </ul>	

## **Application Process**

**All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.**

### **TO APPLY:**

All applicants should submit the following 2 documents via email to [vacancies@archwayschool.net](mailto:vacancies@archwayschool.net) by no later than midnight on the closing date of **Sunday 23 January 2022**. Please do NOT send in CVs or other supporting documents, as these are not accepted and will not be considered. Applications must be submitted in either Word or PDF format.

#### **1. Completed Application Form**

Applicants must complete our school application form.

This is available by visiting our school website [www.archwayschool.net](http://www.archwayschool.net) and clicking the “staff & governance” tab, then “vacancies” link. Please then click on the Teaching Assistant (Qualified) vacancy link, which will take applicants to eTeach. Applicants can then click the “apply” button to create an account with eTeach and access the application form.

#### **2. Formal Letter of Application**

A formal letter of application should also be submitted. This should be no more than two sides of A4 (size 10 - 12 font).

Please explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate. It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum. This will help us decide whether to invite you to the next stage of the selection process.

### **Selection Process**

- All applications will be acknowledged by email. If you do not receive an acknowledgment, please contact the Headteacher’s PA, Jayne Thorley, on 01453 763242.
- Applications will be ranked against the person specification for the role.
- Applicants who have been shortlisted for the post will be notified by Wednesday 26 January 2022.
- Prior to the interview date referees will be contacted to request references on all shortlisted candidates, where candidates have given us permission to do so.
- Please note we are unable to provide feedback to applicants who are not shortlisted for interview.

### **Further Information**

Applicants who require further information should contact the Headteacher’s PA, Jayne Thorley, on 01453 763242 or via email at [vacancies@archwayschool.net](mailto:vacancies@archwayschool.net)

