



# Teaching Assistant (Unqualified)

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  
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www.archwayschool.net

Headteacher: Kieron Smith



Archway

14<sup>th</sup> May 2025

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. We are experiencing a tremendous rise in numbers at the school and in our mission to support each child as much as possible and we are looking to expand our team of teaching assistants. We have a forward thinking and fully supportive team of staff who are passionate about improving the opportunities for all students. We are proud to be a fully inclusive, 11-18 comprehensive school serving the communities of Stroud and the wider district.

Successful candidates will benefit from:

- One paid 'wellbeing day' per academic year, which can be booked off during term time.
- Use of school facilities such as swimming pool and fitness suite.
- After school activities such as Pilates.
- Electric car charging points with subsidised charging for staff.
- Substantial training opportunities

We would be delighted to receive your application.

Yours faithfully

A handwritten signature in blue ink, appearing to be 'K. Smith', written over a light blue grid background.

Kieron Smith  
Headteacher



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

Archway School is a co-educational comprehensive school for students aged 11 to 18, with over 1,000 students on roll, including a growing Sixth Form. We are committed to providing a broad and balanced curriculum that meets the needs of all learners, ensuring they leave equipped with the knowledge, skills, and confidence to succeed in their chosen paths.

Our ethos is built on strong relationships, inclusivity, and high expectations, ensuring all students achieve their full potential.

### **Our Current Situation**

This is an exciting time to join our school, we are experiencing a tremendous increase in numbers and this has put us in the wonderful position of being able to recruit new staff to join our supportive and forward thinking team. Archway was visited by a team of Ofsted inspectors in March 2022 and the school was graded "Good" in all five categories, with an overall effectiveness grade of "Good".

The school prides itself on its inclusive attitude and green credentials. Our ethos of Relational Practice is key to the ambition for all students to have the opportunity to succeed. The Progress 8 measure demonstrates consistent upward trajectory, while our Sixth Form consistently delivers positive value-added outcomes.

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 thirty-three 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 students with SEND make progress in line with their peers.

### **Other Secondary Provision**

Within the Stroud area there are two other 11-16 comprehensives, Sir Thomas Keble and Maidenhill School, and we also have two selective grammar schools, Stroud High School and Marling. There is also a private school, Wycliffe College, and a UTC at Berkeley which offers places to students in years 10-13. Each of the grammar schools has a co-educational Sixth Form with other post-16 provision offered at SGS College in Stroud and Cirencester Sixth Form College. Archway School works closely with other local comprehensive schools.

### **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, Phinia and Schlumberger as well as the energy company Ecotricity. The nearby city of Gloucester and town of 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 (Unqualified)



|   |   |
|---|---|
| <b>Job Title:</b><br>Teaching Assistant (Unqualified) | <b>Grade 3</b><br><b>Salary Range Pts 4-6</b><br>£24,404 - £25,183 per annum, pro rata      |
| <b>Work Location:</b><br>School Based                 | <b>Conditions:</b><br>25 hours per week, term time only + inset<br>(equivalent to 39 weeks) |

### Job Purpose

To support a targeted group of pupils by working with teaching staff, enabling these pupils to access the curriculum and to fulfil and exceed their academic ability.

### Main Duties and Responsibilities

Under the direction and control of the classroom teacher and Head of Learning Support:

- To supervise the activities of individuals or groups of pupils to ensure their safety and facilitate their physical and emotional development.
- To provide support within the classroom environment across the curriculum, guided by teaching staff.
- To be involved in break time/lunchtime supervision, including a range of activities such as games, art and craft, homework tasks etc.
- To undertake those activities necessary to meet the physical, emotional and learning needs of an individual or group of pupils.
- To undertake those activities necessary to foster the intellectual and social development of pupils.
- To report problems and concerns to the line manager

### Supervisory Responsibility

- None

### Supervision Received

- Head of Learning Support/SENCO
- Assistant SENCO
- Assistant to Head of Learning Support
- Classroom Teacher

### **Principal Contacts**

- Head of Learning Support/SENCO
- TA Team
- Teaching staff
- Students
- 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/Twilights/ Meetings

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 (Unqualified)

| ATTRIBUTES                         | ESSENTIAL  | DESIRABLE  |
|------------------------------------|--|--|
| Experience                         | <ul style="list-style-type: none"> <li>Working or regular volunteering with children or young people in an educational setting</li> </ul>  | <ul style="list-style-type: none"> <li>Previous experience of working as a TA in a secondary school</li> </ul>                 |
| Qualification and Training         | <ul style="list-style-type: none"> <li>GCSE in Maths and English Grade 4 or above (or equivalent)</li> </ul>   | <ul style="list-style-type: none"> <li>NVQ level 2 or above in a relevant child care or educational support subject</li> </ul> |
| Aptitude and Abilities             | <ul style="list-style-type: none"> <li>IT literate</li> <li>Good organisational 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<br>Attitude/Motivation | <ul style="list-style-type: none"> <li>Reliable</li> <li>Consistent</li> <li>Conscientious</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 1 June 2025**. 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 “vacancies” tab. Please then click on Teaching Assistant 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, Zoe Field, on 01453 763242.
- Applications will be ranked against the person specification for the role.
- Interview date to be confirmed.
- Prior to the interview date referees will be contacted to request references on all shortlisted candidates.
- Please note we are unable to provide feedback to applicants who are not shortlisted for interview.
- We reserve the right to close applications before the deadline if necessary

### **Further Information**

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