



# Teaching Assistants (Qualified/Unqualified)

Start date: As soon as possible

Salary: actual £16,535 - £19,070/FTE £24,796 - £28,598 pa pro rata (depending on experience)

Part time, Term Time and Inset Days, Permanent & Fixed-term contracts

We require committed and enthusiastic Teaching Assistants to work within our SEN department and provide curriculum support to students with special educational needs.

Within the existing SEN Team there is a range of expertise and experience. The Faculty has an 'open door' policy so staff, students, or parents and carers may request support in lessons, with homework, organisation or social support.

The posts would suit an applicant who may be considering a career in teaching, have experience of working with young people in other settings outside of education or looking to work within a school setting. The deployment of the successful applicant will be informed by their specific areas of interest/expertise.

**Fixed term contracts until 31<sup>st</sup> August 2026**

## Hours

28 hours and 45 minutes per week at the following times: 9.00am – 3.10pm, Monday – Friday

The above hours include a 20-minute paid break (if working more than 4 hours per day) and a 25-minute unpaid lunch break, to be taken at times agreed with the Line Manager.

## Salary Scale

### *Unqualified:*

Grade D point 3 – 6 FTE £24,796 – £25,989 pro rata

Actual salary per annum is £16,535 - £17,330

### *Qualified:*

Grade F point 6 – 12 FTE £25,989 – £28,598 pro rata

Actual salary per annum is £17,330 - £19,070

## Holidays

The post is term time only, plus INSET days (44.75 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. All holidays must be taken in the school holidays.

## Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check. Candidates shortlisted for interview will be subject to an online check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

## How to Apply

- Please complete the Application Form for Support Staff (available via the school vacancies section on the school website).
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

**Please note that applications without the above being completed/included will not be accepted.**

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Teaching Assistant. If you are looking at a variation of hours/days please state your requirements.

Please email completed application forms and relevant documentation to [jobs@kingshillschool.co.uk](mailto:jobs@kingshillschool.co.uk).

## **Closing date for receipt of applications:**

**9.00am – Monday 13<sup>th</sup> April 2026**

We urge candidates to apply early, as we reserve the right to close applications early due to the urgency of the post.

**Interview Date: TBC**

We look forward to hearing from you. If you require any further information please do not hesitate to contact the Personnel Manager on 01285 651511 ext. 231, or email:

[jobs@kingshillschool.co.uk](mailto:jobs@kingshillschool.co.uk)



- JOB TITLE:** Teaching Assistant (Qualified or Unqualified)
- LOCATION:** Cirencester Kingshill School – 11 – 16 Secondary School
- HOURS:** 28.75 hours a week on the following working pattern:  
Monday to Friday  
9.00am – 3.10pm with a 20-minute paid break, 25-minute unpaid break  
Breaks are to be taken in agreement with your Line Manager
- GRADE:** F (Qualified) / D (Unqualified)
- RESPONSIBLE TO:** Deputy SENDCO, Lead Practitioner: SEN & Inclusion, to the Head and Trustees
- LINE MANAGER:** Deputy SENDCO/Teaching Assistant Co-ordinator & Assistant to Deputy SENDCO
- RESPONSIBLE FOR:** None

### **JOB PURPOSE**

To support teaching staff and Inclusion staff with their responsibility for the development and education processes by providing care and supervision skills to children, including those with special needs.

### **1. KEY TASKS**

Teaching Assistants have their time directed by the SENDCO through the leadership of Deputy SENDCO and the Assistant to the Deputy SENDCO. The Teaching Assistant Team transcends every aspect of our school development plan and are highly valued across the school. Its success lies in the commitment of all members to work collaboratively within their own team and beyond.

Knowing & meeting the needs of our students:

- Have knowledge of and strategies for the implementation of Myplans, my Plan+s and EHCPs to support students overcoming the barriers linked to their SEN.
- Attend fortnightly meetings to collaborate with other TAs through the leadership of the Lead Practitioner to identify further successful strategies, identify unknown barriers and seek to find solutions to allow our students to be the best they can be

Within the classroom:

- Support the learning of SEND students through adaptive support, promoting independent learning for all areas of need i.e. cognition and learning, social, emotional, physical impairments etc
- Help with organising resources in the classroom
- Feedback to teaching staff re progress or concerns in relation to the child's targets
- Follow and lead on Our Behaviours Culture through adhering to policies and practices
- Assist pupils in being organised and ready to learn
- Work with small groups of students under teacher direction in class

Through Interventions:

- Follow and lead on Our Behaviours Culture through adhering to policies and practices
- Assist pupils in being organised and ready to learn
- To work with small groups of students delivering evidenced based interventions as necessary under direction of SENDCO and undertake training where necessary

Beyond lessons:

- Demonstrate flexibility in break and lunchtime commitments (including enrichment activities) and duties in line with contracted hours to support the needs and sometimes emerging needs of our students
- Where appropriate communicate effectively with parents/carers, acting as a conduit between home and school and sharing knowledge with the wider team
- Supporting identified students with intimate/personal care as required
- Work alongside external professionals to support the physical needs of some of our students including undertaking professional development and qualifications where appropriate
- Contributing to the Appraisal process by committing to being better today than we were yesterday through an Inquiring Mind that leads to effective 60-day plans

## **2. QUALIFICATIONS/EXPERIENCE REQUIRED**

Teaching Assistant with the appropriate Level 3 qualification are paid at Grade F. Teaching Assistants without the appropriate Level 3 qualification are paid at the Grade D. Once qualified Teaching Assistants are paid at Grade F.

All unqualified teaching assistants are offered the opportunity to undertake the appropriate Level 3 qualification.

## **3. SUPERVISORY RESPONSIBILITY**

None

## **4. SUPERVISION RECEIVED**

Classroom Teacher/Line Manager

## **5. PRINCIPAL CONTACTS**

Students, Classroom Teacher, Line Manager, Other Professional Groups, Parents.

Principal contacts will be dependent on qualified or unqualified positions.

The 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.

Job descriptions are to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with the Line Manager or the Headteacher.

**Other Conditions**

**Holiday Entitlement**

The post is part time, term time, including In Service Training Days which totals 44.75 weeks of the year. This includes 25.5 days holiday rising to 30.5 days after 5 years continuous service plus statutory holidays.

Holidays must be taken during the school holidays.

**Claims/Time off in Lieu**

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

**Resignation**

A resignation period of 1 month is required.

**Disclosure & Barring Service**

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.4.27.

Post Holder Sign: ..... Date: .....

Please print your name: .....

Line Manager Sign: ..... Date: .....

Please print your name: .....

January 2026



# Cirencester Kingshill School

## Person Specification – Teaching Assistants

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of general education</li> <li>• A high level of literacy and numeracy</li> <li>• Willingness to undertake further training when needed</li> <li>• NVQ, Supporting teaching and Learning (Level 3) or equivalent (essential for Qualified TA positions only)</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding Training</li> </ul>
Experience, Understanding and Knowledge	<ul style="list-style-type: none"> <li>• Experience of working with young people in a voluntary or work environment</li> <li>• Experience of record keeping and monitoring</li> <li>• Effective oral and written communication skills</li> <li>• Good organisational skills and time management</li> <li>• Effective problem-solving skills</li> <li>• The ability to remain calm under pressure</li> <li>• The ability to be proactive in seeking solutions</li> <li>• The ability to work with students in a professional manner</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an education setting</li> <li>• Experience of working on a one-to-one basis or with small groups</li> <li>• Experience of working with young people with additional needs</li> <li>• Knowledge of SEND provision</li> <li>• Knowledge of child protection and safeguarding</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Able to work independently, but also as part of a team</li> <li>• Punctual and professional</li> <li>• Able to maintain successful working relationships with students and colleagues</li> <li>• Reliable and able to be flexible in approach to work</li> <li>• Positive 'can do' attitude</li> <li>• Patience</li> <li>• Able to plan and take control of situations</li> <li>• Empathetic to those who face barriers to their learning</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to take part in the wider life of the School</li> </ul>



# Cirencester Kingshill School

## Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- Enjoy an annual ‘Me Day,’ giving you one day off each academic year to spend however you choose — whether that’s a spa day, a shopping trip, or quality time with loved ones (T&C’s apply)
- Access to a Wellbeing App, offering a range of wellbeing tools — including four-week plans, health checks, and breathing exercises — as well as resources such as meditation guides, fitness videos, and recipes.
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Cycle to work scheme
- Long service awards
- Access to CLPD and INSET, personalised for individuals through the schools’ Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund
- 10% discount on Adult Education at Cirencester College: [About Adult Education – Cirencester College](#)