



All Saints'
Academy
Cheltenham

Teaching Assistant Application Pack

*Where every member of our extended family realises their God-given potential,
inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness.'*





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Principal's Welcome

Dear Applicant,

Thank you for considering All Saints' Academy in Cheltenham as the next step in your career. Our Academy is driven by a commitment to Christian values—love, peace, justice, respect, reconciliation, and service to others. We are proud to be a "Good" school, recognised as one of the top-performing schools in the Cheltenham and Tewkesbury area for GCSE outcomes.

Our vision is rooted in helping each member of our community realize their God-given potential, inspired by John 10:10: "I have come so you may have life in all its fullness." We work closely with families and local partners to ensure every student has the support to thrive academically and personally.

If you share our passion for excellence in a caring, faith-inspired environment, I encourage you to apply. For more information, feel free to reach out to our HR team at HR@asachelt.org.

We look forward to welcoming you to our Academy community.

Warm regards,

Benjamin Williams
Principal
All Saints' Academy





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Teaching Assistant

Teaching Assistant

Start date: As soon as possible

Salary: Support Staff Grade 5 Points 11-14 £27,269 - £28,624 pro-rata

Hours of Work: 30 hours per week/ Term Time plus one week for Inset days

Contract: Permanent

Closing date: 9.00am, Monday 06 January 2025

We are seeking to appoint a skilled, enthusiastic and creative Teaching Assistant to support student learning. Previous experience supporting students with a variety of learning needs would be an advantage but not necessary.

The hours of work will be 8.30 am to 3.20 pm Monday to Friday. Further part-time hours will be considered.

Sponsored by the Anglican Diocese of Gloucester, we are an Academy serving at the heart of our local community. All Saints' Academy has a Life Vision, 'Where every member of our extended family realises their God-given potential, inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness'.

We are an inclusive Church Academy that welcomes applications from all denominations and those of none.



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Teaching Assistant

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. Shortlisted candidates will be subject to an online search in line with Keeping Children Safe in Education 2022 recommendations. Successful applicants will be subject to an enhanced DBS clearance.

To apply for this role please complete an online application form that can be found on the Academy website www.asachelt.org. If you have any questions regarding this role or wish to visit the Academy please contact the HR Department at hr@asachelt.org

All Saints' Academy is committed to ensuring that all applicants and employees are given equal opportunities and that no applicants or employees are discriminated against on the basis of gender, gender reassignment, race, disability, pregnancy or maternity, sexual orientation, marital or civil partnership status, age or religion and belief.



Staff Benefits

What we offer:

Purpose

- We believe that our whole community should live “Life in all its fullness” including our staff, reflected in our culture and leadership decisions.
- Our staff make a real difference to a community with high levels of deprivation.
- Our Chaplaincy serves the whole Academy community - students and staff ensure our ethos is lived out each day.
- A cohesive staff team who build strong relationships with students and each other.
- Compassionate leadership that is considerate of workload and well-being.
- Drama and Sport in particular form a huge part of extra-curricular offer. There are high staff and student engagement levels in life beyond the classroom.

Development

- New staff are given a tailored induction programme and mentor.
- We invest in our staff through continued professional development. Our teachers are given time to regularly engage with ‘Walkthrus’ through drop-ins and coaching.
- Staff and students benefit from well-established partnerships with independent and state schools in Cheltenham.

Extras

- Excellent facilities, featuring a modern, spacious building and advanced IT resources
- Access to our on-site gym
- Close to the M5
- Employee Assistance Scheme
- Free onsite parking including electric charging points
- Entry to Local Government or Teachers Pension scheme
- Cycle to work or Electric Car Scheme
- Newly refurbished staff room and hot desking area
- Eligible for Blue light Card and Discounts For Teachers
- Discount on Just Camps holiday clubs held in the Academy during school holidays
- Discount at Energie Fitness
- Access to Smart Clinic for staff wellbeing and support services
- Free eye tests for VDU users



Job Description

Job Title: Teaching Assistant
Reporting to: Assistant Vice Principal (SENCO)

Key Activities

To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example:

Clarifying and explaining instructions.

- Motivating and encouraging the students as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs.
- Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc.
- Using praise, commentary and assistance to encourage the students to concentrate and stay on task
- Being aware of Individual Learning Plans for students in the groups.
- Providing additional nurture to individuals when requested by the class teacher.
- Helping to make appropriate resources to support the students.

Apply the Academy's behaviour and standards policies and report any difficulties via the established procedure.

Be responsible for displays of students work in Academy.

Liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required

Build positive relationships with both students and staff.

To take part in enrichment and specialism activities, as may be required.

To promote the acceptance and inclusion of all students, encouraging students to interact with each other in an appropriate and acceptable manner.

Monitor the student's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

Give the students feedback on achievements in order to reinforce and develop self-reliance and self-esteem, including marking student's work.



Job Description

To support the students in developing social skills both in and out of the Classroom.

To support the use of ICT in learning activities

To provide regular feedback on the students' learning and behaviour to the teacher.

When working with a group of students, understand and use group dynamics to promote group effectiveness and support group and individual performance.

To use the Academy's system for recording data as requested by the teacher.

To prepare work and activities in advance of the lesson (within employed hours)

Undertake social time supervision including after school clubs if requested

Accompany teacher and students on educational visits

To attend Academy/department meetings to contribute to the discussions about individual students as required.

Invigilate internal and external examinations when required.

Accountability

Ensure appropriate support to staff and students is provided.

Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.

Other Specific Duties

All support staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in pursuance of raising student achievement and effective team working. Support Staff will also:

- model the ethos and vision for the Academy
- to continue personal professional development as required
- to actively engage in the performance review process
- support whole Academy acts of worship and prayer for the day.



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Job Description

It is important that all staff recognise that they are an integral part of the Academy and have a duty to contribute to its overall effectiveness both within their specific areas and beyond.

It is the vision of the Academy to involve all support staff in the life of the Academy and in particular in supporting students as House Tutors, Mentors and other appropriate ways.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description and to undertake all duties reasonably requested by their line manager in a manner consistent with the vision of All Saints' Academy.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">English and Maths GCSE Grade C/ Level 4 or above	<ul style="list-style-type: none">Level 3 qualification relevant to Supporting Children in the ClassroomSafeguarding Training
Skills	<ul style="list-style-type: none">Ability to remain calm and patient in a variety of classroom and learning situations.Previous experience of working with young people in a learning environment or experience of delivering 1:1/small group interventions.Able to inspire and support young people.Show initiative and approach challenges with a positive attitude.Able to use data effectively to assess prior attainment and track progress.	<ul style="list-style-type: none">Working knowledge of phonetic approaches to reading.Use of SIMS as a data recording system would be useful.
General	<ul style="list-style-type: none">Flexible and enthusiastic attitudeClear ability to relate to young people.A commitment to a positive culture of learning.Resilience to support and find ways to develop young people.Excellent communication skills.	<ul style="list-style-type: none">Have ideas that you can turn into practice.Ability to be part of a teamAbility to self-review effectively and set appropriate targets.Willingness to participate in school trips



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For more information about us please visit
our website and social media channels.

www.asachelt.org



@asachelt