MERCHANT TAYLORS' OXFORDSHIRE ACADEMY TRUST

Wallingford SCHOOL 1659

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# TEACHING ASSISTANT

**Contract Type: Fixed-term/Part-time/Term time only**
**Hours: Mon-Fri (mornings), 8:30am-12:40pm**
**Start Date: ASAP**
**Salary: Grade 4, Point 4 to 5, £13.48 to £13.70 per hour**
**Closing Date: 10am Monday 7th December 2026 – Wallingford School may close this vacancy without warning if a sufficient number of applications are received. An early application is therefore strongly advised.**

## WALLINGFORD SCHOOL

The Merchant Taylors' Oxfordshire Academy Trust is a multi-academy trust currently consisting of Wallingford School, Brightwell-cum-Sotwell Primary School and Aylesbury UTC. The schools are successful, popular and are rooted at the heart of their local communities.

We are privileged to carry the Merchant Taylors' name and value our relationship with the Company. Their interest, benevolence and engagement with education resonate with our ethos as a Trust.

Our schools are about academic achievement but also personal development and opportunity so that our young people leave us equipped with the skills and experiences which will enable them to thrive. This vision is understood by all members of our school communities and lies at the heart of our ethos.

Our function as a multi-academy trust is to encourage collaboration, innovation and professional development within structures which ensure that our focus is on ensuring that the young people in our schools have the very best possible provision. We work across and within our schools, recognising that the best school-to-school support is deep, embedded and impactful.

Our vision and values are rooted within a belief that every young person is capable of being successful regardless of background, prior attainment or previous school experience.

We believe that schools should serve their local communities and be able to offer the breadth and depth of educational experience which young people deserve in the 21st Century. For us school is about achievement and progress but it is also about supporting our young people to become rounded, well-adjusted young adults ready to lead fulfilling and rewarding lives and to play their part in society.

The approach taken by Merchant Taylors' Oxfordshire Academy Trust (MTOAT) is to focus on delivering a high quality of education in a small number of academies. This strategy enables the MTOAT leadership team to place the maximum possible focus on each academy as it joins the MAT and is, we believe, particularly well-suited to helping struggling schools to address the issues they face.

## GENERAL RESPONSIBILITIES

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager. The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.



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## SELECTION CRITERIA

**Essential: The successful candidate will:**

- Have or obtain an Enhanced DBS Certificate
- Be trustworthy
- Be sensitive
- Have the ability to empathise with young people and build a positive relationship
- Be discrete
- Be a reflective practitioner, who has the potential to develop his/her own career further
- Have the ability to communicate effectively with staff, parents and students

**Desirable: The successful candidate will have the:**

- Ability to take initiative
- Ability to work alongside a range of professionals and family
- Previous experience of working in a flexible way
- Previous experience of working with young people

**The Role**

To work as part of the SEND team supporting students with special needs in mainstream classes. To assist within the SEND department more widely.

**Work in partnership**

The Special Needs Co-ordinator (SENDCO) has overall responsibility for these post.
The TA will work with and receive instructions from a number of staff members, e.g. SENCO, Senior Teaching Assistants, curriculum team leader, class teacher, outside agencies.

**Responsibility of a Teaching Assistant to Teacher**

- To support and reinforce teacher instructions, modifying where appropriate to aid understanding and access learning.
- To work with pupils in the classroom as directed by the class teacher.
- To pass on information regarding student difficulties – physical, emotional, learning and social.
- To enhance communications between teacher and SENDCO
- To help teacher devise targets for students when requested.
- To gather/report information as directed.
- To promote inclusion

**Duties in relation to students**

- To develop an understanding of the special educational needs of the students concerned, establish good relationships and act as a role model.
- To have access to all relevant information that sheds light on student needs including assessment and review materials.
- To take into account students' individual special needs and help to facilitate their access to the lesson and its content through appropriate clarification, explanations, equipment, and materials including ICT.
- To take/give advice where appropriate regarding the modification of work.
- To help students record work in an appropriate way, including recording homework.
- To help students develop study and organisational skills.
- To help keep students on task and to build motivation.
- To help reinforce learning.
- To help build the students' confidence and encourage independence.
- To support students' participation and inclusion in lessons.
- To maintain a positive attitude.
- To read or scribe for students in tests and exams, as necessary.



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- To follow safeguarding procedures to ensure pupil welfare and well-being.

**THE HOURS + SALARY**
Part-time, fixed-term contract /Term time only; 08:40am-12:40pm, Mon-Fri
This is a Grade 4, Point 4/5 £13.48-£13.70 per hour depending on experience
Annual salary will be payable in twelve equal instalments (monthly)
You will be expected to attend INSET days for which you will be paid

**Pension Details**
Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details of our Local Government Pension scheme.

**Terms & Conditions**
The Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. This can be found through http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book . http://schools.oxfordshire.gov.uk/cms/content/contracts-staff

**General Points**
You will be able to contribute to the Local Government Superannuation Scheme.
Applicants should be aware that the School operates a non-smoking policy.

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to a Disclosure and Barring Service Check (previously named as a CRB check) along with other relevant employment checks. Any offer of employment is subject to satisfactory medical, references and DBS clearance and also The Asylum and Immigration Act ID checks.

**To Apply**
Please apply online. See the school website www.wallingfordschool.com or email recruit@wallingfordschool.com for further information.

We look forward to your application.



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