



The John of Gaunt School

Teaching Assistant

Hours: 30 Hours per week x 39 weeks per year

Contract: Permanent

Salary: £25,119 - £26,421 per annum, to be paid pro rata

Actual salary £17,420 - £18,323 per annum under 5 years' service,

Closing Date: Friday 3rd October 2025



EQUA
Multi Academy Trust

The John of Gaunt School

www.johnofgauntschool.org

office@jogschool.org

01225 762637



Who we are

The John of Gaunt School is a unique, vibrant and highly successful school. The School has a strong reputation for both academic and pastoral excellence. Whilst we are first and foremost a place of learning, we strive to ensure that students are academically nurtured and cared for in a safe environment in which they can be happy, grow, gain in confidence and be challenged to achieve in all aspects of school life.

Our Values

Kindness

- At The John of Gaunt School we nurture, recognise and celebrate the important quality of being generous, helpful, and caring towards other people that is essential in our society today.

Positivity

- Being optimistic in attitude is crucial for any person to be successful at any stage of their life. We believe that positivity breeds positivity, and so we foster this trait in all members of our school.

Belonging

- All our staff and students must be happy and comfortable within our community at The John of Gaunt School. We want every member to feel welcome and accepted so that they can flourish.

Our Mission

Our Mission is to make sure that all our students, discover their personal best and thrive academically, individually and socially regardless of their circumstances.

We are relentless in driving high expectations and make no apology for ensuring high standards across the school.

Ethos & Culture

We are a highly inclusive school that blends nurturing individual care with high standards and expectations.

Our students are proud of their school and are happy, ambitious inquisitive learners. They thrive on a curriculum and character education programme that takes place in classrooms, and includes clubs, trips and activities. Our ethos is underpinned by strong relationships between students, parents, carers, staff and governors, who all work tirelessly together to ensure students develop their individual characteristics to be successful at school and beyond.

Our School & Community

The John of Gaunt School is a fully comprehensive single Academy for students from the ages of 11 - 18, with approximately 1250 students on roll. We are a school for our community and strongly believe in collaboration. We actively promote this with our local secondary and primary schools through Collaborative Schools Ltd - a social enterprise incorporating all Trowbridge schools; and the West Wiltshire Alliance. Our strong partnerships with local primaries mean that most students join us already knowing the school and key staff.



Dear Applicant,

Teaching Assistant, Permanent

I am delighted that you have shown an interest in this post at The John of Gaunt School which will start as soon as possible. The successful applicant will join a committed and talented staff team with a supportive Governing Body who share high ambitions and the desire of excellence for our students. This is a truly exciting time to join our growing, forward-thinking school. We have high expectations of Teaching & Learning and to facilitate this, a framework of high- quality practice has been created. These JOG essentials can be found on our website (here).

You will find much information about the school and the faculty both on our website and in the candidate pack, which I hope encourages you to make an application. To apply please complete the application form available on the school's website [\(link\)](#). Please note that in line with safer recruitment practices, CVs will not be accepted. In Section 5 you should provide details of how your skills and experience match the qualities referred to in the person specification. Please return your completed application to our HR Department via email to vacancies@jogschool.org.

The John of Gaunt School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education, references will be called prior to interview and an online profile search conducted on all shortlisted candidates. The successful candidate will be expected to complete an enhanced DBS disclosure.

Thank you, once again, for your interest in this post. We very much hope that you will pursue your interest in this position and I look forward to reading your application and possibly meeting you at interview.

Yours faithfully,

Ben Rhodes
Headteacher



The John of Gaunt School is a co-educational 11-18 comprehensive secondary school in Trowbridge and is part of the Equa Academy Trust. The specialist resource base provision (RBP) within the school opened in September 2023 and is designated as a provision for young people with an EHCP for communication and interaction needs (including autism) who, without such provision would be unable to access a mainstream curriculum. It is resourced to meet up to 10 young people in 2023/24. This will increase to up to 20 places over time.

What is provided within the specialist learning environment?

The RBP is currently located in a temporary location within the school campus. In development is a permanent suite of rooms as part of a new building on the school site, set to open by September 2024. The environment is structured to be welcoming, communication friendly and inclusive. The current Resource Base comprises of two teaching rooms, a breakout space and a garden area. The base provides a small group, nurturing environment which also allows students to benefit from opportunities within the mainstream setting.

What is the curriculum offer?

We see all learners and potential learners as of equal value and as individuals, irrespective of ability, race, gender or need. This is reflected in the school's organisation and curriculum structure, its assessment and rewards systems, arrangements for careers' education and work experience. Students with SEN/D are integrated and included fully into the life of the school as a whole, including its cultural and social activities. Within the Resource Base we follow the mainstream curriculum for core subjects as appropriate to each student's ability. Students have individualised timetables to ensure support is provided to meet outcomes set out in their EHCP. Students are able to access a broader range of subjects through supported integration into some mainstream lessons.

What additional support is provided?

The aim is for students to spend an increasing proportion of their time in mainstream classes, following the mainstream curriculum and attend classes with specialist teaching assistants where appropriate. The balance of time spent within mainstream classes and within the base provision setting is flexible and is targeted according to the individual needs of each student. The resource base specialist team works closely with The John of Gaunt staff to manage integration within the main school.

All students work towards their EHCP outcomes, through a variety of programmes and interventions as directed by the RBP staff and with advisory support from visiting school support professionals. This includes therapists, educational psychologists, specialist teachers, Emotional Literacy Teaching Assistants, Higher Level Teaching Assistants, Forest School leaders and Thrive practitioners. The RBP also benefits from specialist outreach advice from local special schools.

How are pupils prepared for adulthood?

Pupils are expected to access the GCSE accreditation offered as part of mainstream setting. We also focus on life skills; developing independence, life in the community, social and communication skills, employability with an aim to move people on to their goals. They can progress through to employment, further education courses or training opportunities



Teaching Assistant - Resource Base Job Description

Responsible to: Headteacher

The postholder is expected to work for 30 hours per week, 39 weeks per year (term time only including TD days).

Main Job Purpose:

- Under the direction of the teacher/s, to support students with a range of individual needs to access learning.

Key Tasks

Supporting students learning, either in lessons, small groups or through 1:1 work.

The exact tasks will depend on the learning support needs of the student/s but may include:

- Clarifying and explaining instructions.
- Ensuring students are able to use equipment and materials provided.
- Motivating and supporting students.
- Assisting in weaker areas, eg language, reading, spelling, handwriting, presentation.
- Helping students to concentrate on and finish work set
- Meeting physical needs as required while promoting independence.
- Liaising with class teachers and Special Educational Needs Co-ordinator about progress to targets.
- As specified by the teacher, developing appropriate resources to support students.
- Responsibility for promoting and safeguarding the welfare of students at the school.
- Delivering small group and/or 1:1 interventions

Supporting students self-esteem, inclusion and behavioural development, eg

- Encouraging acceptance and inclusion of the student with special needs.
- Developing methods of promoting/reinforcing the student's self-esteem and independence.
- Providing individual supervision in and out of the classroom for students with social or emotional communication difficulties.

Other Duties

The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general

- Establishing a supportive relationship with students.
- Reinforcing the school ethos, eg expectations of learning behaviour within a class and elsewhere on the school site.
- Supervising students on outings, school activities.

Supporting the teacher/s, eg

- As specified by the teacher, adapting and interpreting lessons and instructions to students.
- In conjunction with the class teacher (and other professionals as appropriate) to develop systems of recording student progress and contribute to the maintenance of this record.
- Providing regular feedback about students to teachers.
- Occasional clerical duties eg photocopying and collating materials.

Supporting the curriculum

- -Supporting the delivery of the literacy and mathematics strategy along with other aspects of the curriculum offered by the school.

Supporting the school, eg

- Assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, eg computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc.

Breaktime and Lunchtime Supervisory duties

- Undertake breaktime and lunchtime supervisory duties as required.

Safeguarding Children

- To maintain confidentiality and integrity at all times.
- To be responsible for promoting and safeguarding the welfare of students at the school.
- Hold an enhanced DBS certificate with Children's Barred List Checks.

character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.



Teaching Assistant - Resource Base Person Specification

	Essential	
	<ul style="list-style-type: none">•	<ul style="list-style-type: none">••••
	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•
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Teaching Assistant - Resource Base Person Specification

	Essential	
Professional & Personal Qualities	<ul style="list-style-type: none">• A positive role model for students• Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels• Confident with a positive attitude• Self-motivated• Flexible• An unconditional, positive regard for young people and a passion for helping students overcome barriers to learning• Committed to safeguarding and promoting the welfare of children• Work within school procedures and policy guidelines• Commitment to anti-discriminatory practice• Follow confidentiality protocol• Hold enhanced DBS certificate with Children's Barred List Checks	<ul style="list-style-type: none">•••



Our commitment to safeguarding

At The John of Gaunt School we are committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. A copy of the school's Safeguarding Children in Our School Policy and our Policy and Code of Conduct for Safe Practice are included in this pack for your reference. Further related policies will be included in the induction process. The interview will seek clarification on information you provide on your application form, assess your suitability for the post and assess your suitability to work in an environment where you will have contact with students. It will include questions relating to safeguarding and promoting the welfare of children.

If you are shortlisted references will be sought from your current or most recent employer and any issues arising from a reference will be discussed at interview. If you have worked with children in the past, but do not do so at the moment, a reference will be sought from this employer as well. If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor. References will be required which cover the past 5 years.

The application form asks you to give the contact details of a 'personal referee'; this should not be a relative or friend. Please give names and email contacts for all referees. The post will only be offered once two satisfactory references have been received.

Due to the nature of this post, you will be required to apply for an enhanced disclosure with barred list from the DBS (Disclosure and Barring Service) if you are offered the post. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The school will apply on your behalf and will pay the necessary fee. This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 Exceptions Order 1975, 2013 and 2020.

Having a criminal conviction will not automatically exclude you from employment, this will depend on the nature of the position and the circumstances and background of the offences committed. However, an offer of employment will be conditional until DBS and medical clearance have been received.



Our Town

The historic woollen town of Trowbridge is the County town of Wiltshire, and situated close to the edge of Salisbury Plain. Trowbridge is a socially diverse and rapidly growing town and offers a range of High Street and independent shops, supermarkets, cafés, pubs and restaurants, as well as a weekly street market featuring local stalls and traders and is only 10 miles by road from Bath. The school is a 5 minute walk from the train station, which provides good rail links to Bath, Bristol and nationally. Trowbridge provides a great base from which to explore the region, including the world famous landmarks such as Stonehenge and Avebury as well as numerous National Trust and English Heritage sites.



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