



Candidate Pack

Teaching Assistant

September 2025



About Us

Godolphin is a distinguished school with a remarkable legacy spanning three centuries. We provide an inspiring and dynamic environment for learning, discovery and personal growth, welcoming young people from ages 11 to 19.


Our holistic approach to education nurtures curiosity, intellectual development, practical skills and critical thinking. We are proud of our inclusive and diverse community where every pupil is empowered to thrive in an ever-evolving world.

In a significant and exciting development, Godolphin has recently become co-educational, welcoming boys into our school community. We believe this evolution enriches our environment, broadens perspectives, enhances collaboration and prepares pupils for life beyond school.

At the heart of Godolphin is a culture of excellence. Our core values of ambition, authenticity, courage and kindness shape everything we do and are embedded into our daily life. As we continue to grow and evolve, we are delighted to welcome new candidates who share our passion for education and commitment to young people. Whether you are joining us as a teacher, leader, or member of our support staff, you will find a warm, purposeful and collaborative community, one where your contribution will make a real and lasting difference.

Our mission is to support every pupil on their journey, equipping them with the confidence, skills and resilience to meet life's challenges and make a positive impact on the world. At Godolphin, every young person is encouraged to shape their own story, and we hope you will be part of ours.

Jenny Price
Head

A blue-tinted photograph of a brick building with a flag featuring a crest. The building has a large arched doorway and several windows. The flag is white with a dark crest. The text is overlaid on the lower half of the image.

“Pupils of all ages have exceptionally positive attitudes to learning, they are extremely aspirational for themselves and ambitious for those around them”

ISI Report 2023

The Department

Our Learning Support Department supports students who have additional needs around the curriculum. Once a learning need has been identified, we meet with the student and their parents before an assessment by an Educational Psychologist, Specialist Teacher, Occupational Therapist, Speech and Language Therapist, or Vision Therapist.

The Learning Support Department consists of part-time teaching assistants, teaching staff, part-time admin support and the full time SENDCo.

We are a very friendly and supportive team, we work closely with staff throughout the school and liaise with them regularly. Throughout the school the academic progress of students with additional needs is as good as or better than the cohort average.

The Role

Hours	Mon – Thurs 8:25am to 5:10pm Fri – 8:25am to 4:10pm 37.75 hrs per week (1-hour unpaid lunch break) Term-Time + 1 week (inset/training)
Salary	£19,428 p/r (£24,921 FTE)

The Learning Support Team are looking for an enthusiastic and flexible Teaching Assistant to join the team, working with the SENDCo and other staff members to ensure effective interventions in Teaching and Learning. The successful candidate will assist the classroom teachers to deliver and enable learning with identified students, and support teaching in the classrooms with a range of year groups and interventions from National Curriculum Years 6 to 11.

The role will also include some out of classroom support around sport/swimming, and lunch time support for students that are experiencing overwhelm during these freer environments. Having additional experience of working with students with ADHD/ASC would be highly beneficial.

Staff at Godolphin can enjoy free on-site parking, complimentary lunch during term-time, free membership to our Leisure Centre, access to Health Assured Employee Assistance Programme, Cycle-to-Work scheme and other work-related benefits.

Job Description

Role	Teaching Assistant
Reports to	SENDCo
Department	Learning Support
Relationship	The post holder is accountable to the SENDCo in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.

Purpose of the Role

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Duties & Responsibilities

Communication

- To contribute to Team Around the Child Meetings and Annual Reviews when requested, keep record of intervention methods in student areas
- Feedback to class teacher and SENDCo how individual students are doing and if the levels of differentiation are suitable and enable the class teacher to have immediate feedback to aid planning for the next lesson as well as learning and progress

Department

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions support independent learning and inclusion of all pupils
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- To deliver aspects of personal care to identified students, as directed by the SENDCo and/or House Staff
- To support quality first teaching in classrooms with a range of interventions directed by the teacher. The students may have an EHCP, so awareness and communication of their strengths and weaknesses is important
- To have a flexible approach to support needs and be able to change ways of working when requested
- Be able to work with students with varying learning difficulties and neuro diversities (dyslexia, dyspraxia, ADHD, Autism Spectrum Condition etc.)

Values

- Promote Godolphin's four core values through an inclusive, healthy and ambitious provision for all based on:
- **Ambition:** Always strive to achieve your best. Set challenging goals and work hard to reach them. Support others with their ambitions
- **Authenticity:** Be confident in yourself. Always be honest, loyal and trustworthy
- **Kindness:** Care for others and value yourself. Understand the value of diversity and offer help where you can
- **Courage:** Trust yourself and never let fear stop you developing your skills. Find opportunities, understand the risks and ensure your ideas lead to positive actions

Professional Responsibilities

- Uphold and perform standard teacher standards and expectations (see Appendix A).
- To promote, facilitate and deliver excellent educational outcomes for all
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Director of Finance and Operations or Data Protection Officer at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors

Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	GCSE English/Maths Grade C/4 or above, or equivalent	Essential	Application Form
	Working at or toward National Occupational Standards (NOS) in Supporting Teaching and Learning, or willingness to undertake an Apprenticeship in post	Essential	Original Certificates
	Additional TA / ELSA qualifications	Desirable	
Work Experience	Experience of working in an educational setting	Desirable	Application Form
	Experience of working with pupils with all neurodiversity	Desirable	References
	Previous experience in Independent Schools	Desirable	
Knowledge & Understanding	Has a strong interest in teaching and learning	Essential	Person Specification Statement
	Has empathy, rapport and understanding of pupils of all abilities and backgrounds	Essential	
	Ability to work in partnership with and assisting class teachers	Essential	
	Knowledge of enabling pupils' learning by working in small groups or 1:1	Desirable	
	Knowledge and understanding of the specific needs of individual pupils, e.g., if they have an Education, Health and Care Plan	Desirable	
IT Skills	Efficient and effective all round IT skills	Essential	Application Form
	Ability to work with all MS Office applications	Desirable	
Personal Qualities or Skills	Demonstrates energy, courage, and determination	Essential	Application Form
	Excellent organisational skills, able to manage a range of competing demands	Essential	
	Is ambitious for themselves and the school	Essential	
	Works effectively with all staff, parents, governors and others in our community	Essential	
	Able to establish excellent professional relationships with students	Essential	
	Ability to use the school's 'Learning Expectations' Behaviour Policy assertively and effectively	Essential	
	Able to work independently and as part of a team	Essential	
	Sense of humour	Essential	

For more information and to apply online please click [here](#) to visit the United Learning recruitment portal.

Interviews

The closing date for applications is **16 July 2025**.

This vacancy will close as soon as sufficient applications have been received. Interviews will take place during the recruitment process.

Safer Recruitment

Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service may be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

Recruitment Policy

Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they disclose this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430536 or email hr@godolphin.org

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the School [website](#). Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society



07/2025

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Although correct at the time of going to the press, this booklet may be superseded as part of our commitment to continuing improvement.