



BISHOPSWOOD
SCHOOL

Part of *The Propeller*
Academy Trust



Candidate pack

SEN Teaching Assistant

Pay Range : NJC Grade 6 SCP 8-13

Salary (Actual) : £18,235.86-£19,758.69 + £1,500

Recruitment & Retention Allowance

Hours : 30 hours per week, Mon-Fri 8:30-15:30 with 30 mins unpaid lunchbreak

Contract type : Full time, Permanent, Term Time Only



bishopswoodschool.co.uk



Sonning Common
Oxfordshire, RG4 9RH



01189 724311

About Bishopswood School

Bishopswood is a community special school in South Oxfordshire that provides specialist education for children aged 4 – 16 years with severe (SLD) or profound and multiple learning difficulties (PMLD) and complex needs, including those children with ASD.

We are a school that prides itself in providing innovative learning techniques to meet the wide-ranging needs of our pupils.

With an inclusive ethos Bishopswood endeavours to provide specialist provision alongside its co-located mainstream partners on two sites; our main primary department which is co-located with Sonning Common primary school and Bishopswood's secondary provision at Maiden Erlegh Chiltern Edge School, Sonning Common.

As a small but strong community of people we are committed to providing outstanding teaching and learning for our pupils which is achieved by working in close partnership with our families, professionals, governors and the wider community to deliver a tailored and inclusive education for every pupil.

“

I wanted to find out how my skills could be used within a different setting and learn new ways of teaching. I knew that Bishopswood had a child-centred approach and took the care and safety of the children extremely seriously - all things that were important to me.

”

Admin Assistant (EHCP)

A message from the Headteacher

I am incredibly proud to lead a team of dedicated professionals who are passionately committed to transforming the lives of children and young people with additional needs. Together, we create a nurturing and inclusive environment where every pupil is supported to thrive academically, emotionally, and socially.

Guided by our motto, "Empowered and engaged learners", we strive for excellence in all that we do. Our curriculum is broad, balanced and creative, tailored to each pupil's individual strengths and needs. We aim to inspire every young person to develop the confidence, communication and independence they need to engage fully in learning and in the world around them, preparing them for adulthood and future success.

We are proud of the strong partnerships between staff, parents, carers and professionals that help our pupils to flourish.



Priya Bhagrath, Headteacher



About The Propeller Academy Trust

At The Propeller Academy Trust, we are dedicated to supporting young people with special educational needs, fostering an environment where every student progresses along their own unique path. Our passion for inclusion and innovation drives us to create exceptional opportunities for students to thrive, achieve their full potential, and embrace their individuality.

When you join our team, you'll become part of a supportive and collaborative community, united by a shared mission to make a real difference every day. Whether you're an experienced professional or starting your journey in education, we offer a nurturing workplace where your talents, skills, and ambitions can flourish.

Our staff benefit from extensive Continuous Professional Development (CPD) programmes, secondment opportunities across our Trust sites, and a vast range of discounts available to those working in education. We also prioritise staff wellbeing, offering initiatives such as wellbeing days, because we believe that supporting our staff is as important as supporting our students.

Our Schools



BISHOPSWOOD
SCHOOL



KINGFISHER
SCHOOL



Woodeaton
Manor School



Hawthorn
Academy



John Watson School
A community special school

Our Vision and Principles



PRINCIPLES

- Keep children and young people at the heart of every decision.
- Provide an innovative and developmental academic curriculum, which ultimately gives children and young people a strong foundation for long-term community cohesion and positive mental health and well-being.
- Maintain the distinctive identities of each school in our Trust and seek recognition nationally and locally for the quality and diversity of our provision.
- Share the benefits of best practice, collaboration and new initiatives equally across all our schools.
- Support local communities and broader SEN needs within the community.
- Nurture a culture of health and safety and improvement which welcomes learning, challenge and assurance.
- Provide opportunities for staff to develop and progress, within a supportive and positive environment.
- Work collaboratively and inclusively with internal and external stakeholders; including staff, parents, carers and our partners.
- Protect and use all our resources efficiently in pursuit of our Vision.
- Keep our governance structures streamlined to enable our teachers to focus on teaching.
- Accord everyone associated with the trust, respect and dignity they deserve.

Benefits

At Propeller, we recognise the importance of supporting our staff as much as our students. That's why we offer full-time employees a wellbeing day off each term, a rare benefit in education.

We also offer a generous recruitment bonus for staff who successfully refer applicants who are recruited. Our staff benefit from access to GP advice and self-referral services through an online health platform, ensuring support is always at your fingertips. There are also a whole host of discounts and offers we will ensure you're aware of, once you are working in education.

Professional growth is at the heart of what we do. We provide full inductions and ongoing development opportunities to help you excel in your role. For those looking to broaden their horizons, secondment opportunities across our trust sites support both personal and professional development.



A trust-wide commitment to wellbeing, including paid wellbeing days



Fully funded CPD, mentoring & coaching



Flexible working options



Free on-site parking



Local Government Pension Scheme (LGPS)



Access to an employee assistance programme



Highly resourced classrooms, small class sizes and access to multidisciplinary teams



Employee referral scheme (earn up to £500 for successful referrals)



Cycle To Work Scheme



Job Description - Teaching Assistant

Main Purpose of the Role

The Teaching Assistant (TA) will:

- Provide learning and care support for pupils with special educational needs (SEN)
- Work with the teacher to plan and deliver activities
- Support pupils with routines and transitions
- Support pupils to manage their own emotions

Key Duties and Responsibilities

A. Supporting pupils

- Drawing on knowledge of normal child development and various forms of special needs, to develop an understanding of the special needs of the child/ren concerned
- To aid the child/ren to learn as effectively as possible both in group situations and on his/her own by, for example
 - clearly explaining instruction
 - ensuring child is able to use equipment and material provided
 - motivating and encouraging child
 - assisting in weak areas e.g., language, reading, spelling, handwriting
 - helping pupils to stay on task and finish work
 - meeting physical needs as required whilst encouraging independence
 - liaising with class teacher in devising learning activities
- To support with the child/ren's care by:
 - Helping with toileting and social skills
 - Where appropriate help with medical care
 - Help with feeding the children (this may include gastrostomy feeds) and the teaching of independent skills
 - Supervision of children indoors and outdoors including the implementation of safe practices in line with the H&S

Policy

- Encourage and support with teeth cleaning, washing, bathing or hair washing.
- Washing of soiled or wet clothes, towels etc
- Support with swimming, outings, shopping, horse-riding, PE, swimming including teaching of appropriate behaviour
- To learn and consistently use signing and other communication systems to a level sufficient to meet the needs of pupils with whom you work.
- To be committed to working with pupils with special needs (3-19 years) with a wide range of learning difficulties including Autism, PMLD, sensory impairment and challenging behaviours.
- To develop methods of promoting/reinforcing child/ren's self-esteem
- To assist with the care of sick child/ren. After appropriate training, additional tasks may include:
 - Administering medication or carrying out complex care procedures in line with shared care protocols
 - Driving the Minibus and / or operating a tail-lift in the school minibus and use specialised fixings for wheelchairs and seat belts accordingly
 - Lifeguard duties

B. Supporting teaching and learning

- Monitor and maintain an accurate record of pupil attendance to support and complement the role of the teacher
- To assist, with class teacher (and other professionals as appropriate), in the development of a suitable programme for individuals or groups
- Be acquainted with and work towards the aims and objectives set for individual pupils e.g. IEP's, SALT / Physio / OT programmes, class, department, and school
- To follow the class timetable and the teacher's planning documentation
- To take groups/individuals for specific tasks, i.e. storytelling, music, art/craft, as directed by the teacher
- To supervise, in conjunction with the teacher, child/ren on school outings
- To be responsible for groups/individuals on activities within the community, e.g., shopping
- To take responsibility for the class due to the short-term absence of a teacher attending an annual review, parents meeting etc
- To support a supply teacher covering for the class
- To be responsible for continuing programmes of speech or physiotherapy instigated by the therapist in conjunction with the teacher
- To work as part of a team in managing pupil's behaviour by following and adhering to a child's behaviour Management Plan and school policies; this may include using Physical Intervention Techniques according to Team Teach
- To help in the development and keeping of pupil records
- To help develop clear lines of communication and opportunities for discussion with the class teacher
- To provide regular feedback about a child
- To participate in all aspects of evaluation within the class
- To ensure that materials and equipment are readily available for use and maintained and stored after use
- To help provide a suitably stimulating environment taking into account health & safety

C. Supporting the school

- To help with the writing of the home-school notebook
- To liaise, advise and consult with other members of the school who support a child
- To discharge all duties: early morning, break, dinner, and taxi duties as directed
- To be involved in general aspects of school: class displays, hall displays, school functions
- To contribute to the reviews of pupils' progress
- To attend parent meetings once a year
- To attend relevant staff meetings and in-service training after school or whole school inset days as and when required
- To maintain an up-to-date awareness of school policies and procedures
- Participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times
- To maintain a good working relationship and co-operate with parents, professionals, other agencies, colleagues and provide feedback as and when required
- Any other tasks as directed by the Headteacher which fall within the scope of the post
- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, 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

D. Professional development

- To help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- To take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To take part in the school's appraisal procedures

C. Other areas of responsibility

Safeguarding

- To work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- To promote the safeguarding of all pupils in the school

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. 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 themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

“

I would highly recommend working at Bishopswood School. We truly operate as one big family, and the atmosphere is warm and welcoming. Every member of staff is supportive, and there are many opportunities for professional growth. Working with the school and the Propeller Academy Trust has been a wonderful and rewarding experience.

”

School Business Manager



Person specification

Criteria	Essential	Desirable
Qualifications and training		
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Math's		✓
Level 2/3 Teaching Assistant or childcare qualification.		✓
Training in Makaton, AAC, sensory approaches, moving and handling or medical care.		✓
Willingness to complete training in moving and handling, intimate care, medical needs, communication systems and first aid.	✓	
First-aid training, or willingness to complete it		✓
Safeguarding qualification.		✓
Experience		
Experience working in a school environment or other educational setting		✓
Experience supporting individuals with complex, additional or physical needs (school, care, youth work or community settings).		✓
Experience working with children / young people / with EHCP's		✓
Skills and knowledge		
Good literacy and numeracy skills	✓	
Good organisational skills	✓	
Ability to build effective working relationships with pupils and adults	✓	
Skills and expertise in understanding the needs of all pupils		✓

Knowledge of how to help adapt and deliver support to meet individual needs	✓	
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	✓	
Excellent verbal communication skills	✓	
Active listening skills	✓	
The ability to remain calm in stressful situations	✓	
Knowledge of guidance and requirements around safeguarding children		✓
Understanding of roles and responsibilities within the classroom and whole school context		✓
Good ICT skills, particularly using ICT to support learning	✓	
Personal qualities		
Enjoyment of working with children	✓	
Sensitivity and understanding, to help build good relationships with pupils	✓	
A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	✓	
Commitment to maintaining confidentiality at all times	✓	
Commitment to safeguarding pupil's wellbeing and equality	✓	
Resilient, positive, forward looking and enthusiastic about making a difference	✓	
Capacity to inspire, motivate and challenge children and young people	✓	

How to apply

To apply for this rewarding opportunity, please

[Apply now](#)

Early applications are strongly encouraged. To arrange a visit or to find out more, please contact the School Business Manager, Cat King, 01189 724311, or recruitment@bishopswoodschool.co.uk.

Closing date : 30 October 2026

Interviews : Applications will be considered upon receipt and interviews arranged accordingly



Getting here

By car

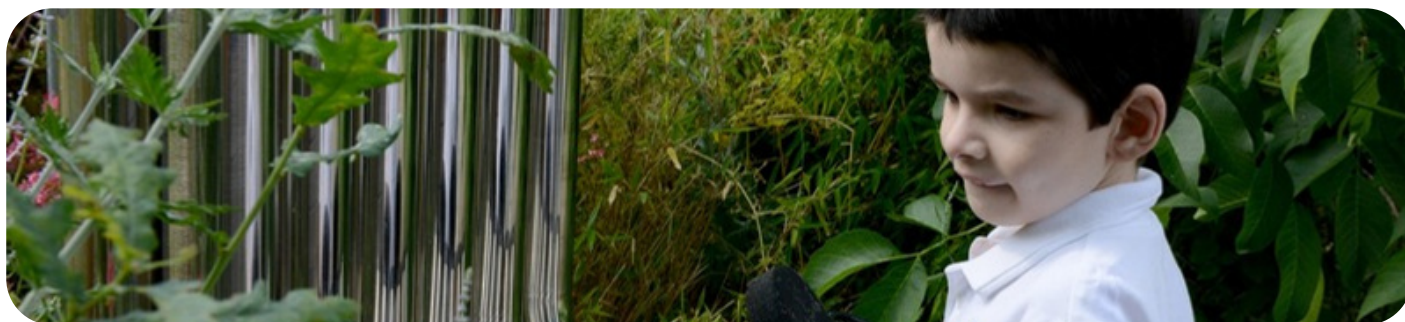
The B478 is the main road through the village connecting to the A4 at the Charvil roundabout. Other significant roads include the B4446 running north from the A4 to the village, and the A4155 which runs between Henley and Reading and is a major route to the area.

By train and bus

You can travel to Sonning Common by bus, with regular services from Reading, Wokingham, and Henley or by train to the nearest stations, Twyford and Reading. Twyford is on the Great Western Railway line, and Reading is the major station served by several rail lines, including the Elizabeth line. From Reading, there are frequent bus services directly into Sonning Common.



Scan the QR link to find
Bishopswood School on
Google maps



The Propeller Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

This role involves a high level of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All appointments are subject to an enhanced DBS check (including Barred List where applicable) and online searches for publicly available information.

We value diversity and welcome applications from all backgrounds, regardless of sex, race, religion, sexual orientation, gender identity, age, disability, marital status or pregnancy/maternity.

Please note: Applicants will be required to undergo a DBS check as part of the recruitment process.