



Teaching Assistant/Admin Support

Reporting to: The Head of Learning Development

This is a multi-faceted role that would suit a well-organised and efficient candidate who enjoys working with children and thrives in a dynamic, collaborative and supportive environment. The exact balance of the role will depend upon the strengths of the successful candidate.

Key responsibilities

Timetabling and data management

- Provide support for pupils who have study periods to enable them to access the curriculum
- Create, edit, and maintain Learning Support lesson timetables
- Monitor and update lists of pupils receiving Learning Support
- Collaborate with LS teachers to track and report additional lessons for billing.

Support for lessons and record keeping

- Prepare provision map templates and ensure termly reports are set up
- Set up and manage pupil questionnaires
- Process, scan, and file testing assessments; update spreadsheets and tracking systems
- Oversee circulation and ordering of assessment materials.

Exam access arrangements

- Working closely with the Examinations Officer, prepare and distribute EAA letters and cards for mock and internal examinations
- Manage collection and signing of EAA documents by pupils
- Collect and scan mock exam scripts; file electronically and physically, and share with staff as needed
- Maintain accuracy of the EAA spreadsheet and ensure compliance with JCQ inspection requirements.

Paperwork and compliance management

- Process Concern Form submissions, updating spreadsheets and filing securely
- Archive and organise files for current and former pupils, both physically and digitally
- Update year group records annually and manage SEND information on iSAMS
- Coordinate the sharing of transition information for pupils moving to new educational settings.

Screening, assessment and database support

- Organise and support screening for new pupils in Prep and Senior School, including scheduling, resource preparation, scoring, and result logging
- Maintain credits for screening assessments
- Work with the Data and MIS Manager to ensure that records are up to date.

Classroom Support

- Provide in-class support for learners in the Prep School.



Appointment of Staff

To apply

Applications must be submitted on the official application form and sent to the HR Department, Cokethorpe School, Witney, Oxon OX29 7PU or by email to recruitment@cokethorpe.org.

Deadline for applications: Midday on Wednesday 10 December 2025. Early applications are encouraged.

Interviews may take place before the closing date for suitable candidates.

Appointment Date: Lent Term 2026.

Application forms can be sent to applicants by post on request or can be downloaded from the School website, www.cokethorpe.org.uk. Please email recruitment@cokethorpe.org with your name and address and the position you are interested in or call Mrs Sophie Crossley, Head of Human Resources, on 01993 892359.

Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safer recruitment procedures are followed and members of the Senior Management Team are accredited by the Oxfordshire Safeguarding Children Partnership/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff. Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Hours: Full time 8.30am–5.00pm, term time only.

Salary: Competitive plus benefits.

Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.

