



# Teaching Assistant

*We are looking for a number of exceptional Teaching Assistants to join our outstanding SEND department*

## Application Pack



**CLEEVE SCHOOL**  
AND SIXTH FORM CENTRE OF EXCELLENCE

**ASPIRING**  
**COLLABORATING**  
**TRANSFORMING**

## Our Mission

# Transforming Lives, Creating Opportunities, Inspiring Futures

Dear prospective candidate

Thank you for the interest you have shown in Cleeve School!

We are one of the most innovative, forward-thinking and dynamic schools in the region, and are very much becoming the school of choice for families and staff. Our on-going Year 7 intake is now 310 students, which reflects our school's success, growth and vibrancy.

Over the next few years, our student numbers are set to move towards 1950, which includes up to 400 students in our state-of-the-art Sixth Form Centre of Excellence. Scale brings amazing opportunities, for teaching breadth and also for career development, including with research and pedagogy, within our Teacher Training Centre and with many career pathways within our extensive 'pastoral' and 'Cleeve Character' student development provision. Both have been recognised by Ofsted very recently.

In joining Cleeve, you would be joining a rapidly growing, values-driven school, that places staff training and development at the heart of everything we do. By getting this right, we know the education offer for our students will be exceptional. We are a designated training school, working closely with local Universities.

Student outcomes are moving from strength to strength. Our partnerships with some highly esteemed industry-based partners and the broader educational sector are transformational because they open doors to a rich eco-system of enrichment, opportunity and development, for students and staff.

Our Sixth Form Centre of Excellence cost in excess of £5 million and we have opened a £1 million Teacher Training Centre, which further underlines our vision for growth, opportunity and excellence. We are a large family, but also one with huge warmth and care, where every person matters, and we celebrate our diversity and richness.

We are a mission-driven school and therefore we strive, on a daily basis, to *transform lives, create opportunities* and *inspire futures*, for staff and students, alike.

We are on a wonderful journey. Come and join us!

*Alwyn Richards*



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# Job Advert

*Transforming Lives, Creating Opportunities, Inspiring Futures*

## Teaching Assistant

**Permanent, approximately 27.5 hours per week, 39 weeks per annum, SCP Point 8 (£26,823.74 per annum). (Approximate pro rata salary for this role will be £17,109.90 per annum)**

We are looking for an exceptional Teaching Assistant to join our outstanding SEND department. The successful candidate will be a highly capable individual who works with students to make a difference, and is passionate about their education and is able to inspire students to give and achieve their best. There will be an appointment for a 1:1 Teaching Assistant to support a student with Visual Impairment (and therefore a knowledge of braille or willingness to learn would be an asset).

Our SEND department is at the core of our aspirations for all students to thrive at Cleeve School. With our new SENDCo that started in September, this is an exceptional opportunity to join a rapidly developing and improving team. Our commitment to SEND at Cleeve is recognised in the calibre of the SEND Leadership Team which includes a SENDCo at Deputy Head level, two Deputy SENDCos, a Head of Learning for SEND students, an inhouse EHCP caseworker and a team of committed HLTAs and TAs. We also boast ELSA and EBSA specialists as part of our team.

For the right person, this is a very exciting opportunity to be part of a forward-thinking school, and an increasingly thriving part of the school. Our very recent Ofsted inspection has entirely recognised the energy and ambition of our school, as well as, the strategic and structural changes within SEND to support all of our students to access the very best learning.

The school is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people, and therefore expects all staff and volunteers, to share this same commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.

**Please apply using the link below:**

**<https://cleeveschool.face-ed.co.uk/Vacancies/Detail?campaignRef=SCH-CIS-0020>**

**Closing date for applications is 9am on the 14th May 2026**

**Two Hedges Road, Bishop's Cleeve, Cheltenham GL52 8AE  
Email: [recruitment@cleeveschool.net](mailto:recruitment@cleeveschool.net) Tel: 01242 672546**



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# Staff Wellbeing at Cleeve School

At Cleeve School, you'll be part of a school with a vision that:

**“Staff wellbeing will be at the heart of our employment strategy, focusing on developing productive and engaged colleagues who have the resources and capacity to deliver their best every day.”**

We recognise that we are on a journey, but we are determined to keep moving forward. Most importantly, you'll be joining a team where staff genuinely value one another, feel supported by their colleagues, and share the growth mindset of our students. Together, we are building a positive, resilient, and inspiring environment where everyone can succeed.

## Our Wellbeing Offer

### Work–Life Balance

- Protected time for planning and professional development
- Careful consideration of the school calendar for after school events
- Flexible working opportunities explored where possible

### Mental Health & Emotional Support

- Access to our **Employee Assistance Programme**, and **Occupational Health support** when needed
- On site support from **Mental Health First Aiders**, and dedicated **Wellbeing Officer**
- **Reflective supervision** for staff working with high levels of child welfare and safeguarding cases

### Physical Health & Lifestyle

- Annual **Staff Wellbeing Day** with activities to address key staff wellbeing concerns
- **Staff clubs** including cricket, Pilates, and football — encouraging connection, fun, and active lifestyles
- **Social events** throughout the year to strengthen team spirit
- **Cycle-to-work** scheme and use of **School Gym**

### Professional Growth & Recognition

- **Colleague Thank you scheme** to celebrate staff achievements and contributions on a weekly basis
- Tailored **CPD pathways** to support personal and professional development at all career stages and **coaching and mentoring** programmes

*“I am happy and proud to be a part of Cleeve and can honestly say this is the happiest I've been in a school work place.”* 2025 Staff Survey.

*“Since moving to this school I enjoy my job again,”* 2025 Staff Survey.



# Job Description

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## Teaching Assistant

**Salary and Hours:** Permanent, approximately 27.5 hours per week, 39 weeks per annum. SCP Point 8.

**Accountable to:** Deputy SENDCo

**Accountable for:** Not applicable

### KPIs for the role (and some of these should appear within the annual appraisal cycle)

- To maintain and enhance the excellent standing of the school in the community
- To uphold the school ethos
- To contribute to meeting the KPI's for the department area as directed by your line manager
- To provide learning support to students and support teachers in classrooms to assist and add value to the learning and education of those students with Special Education Needs.

### Key Responsibilities

#### Student contact:

- To use a variety of methods to help keep pupils on task, build motivation and help reinforce learning.
- To act as liaison between the teacher and the pupil.
- To help teaching staff plan for individual needs
- To understand and be aware of the difficulties faced by the pupils that they support at all times.
- To maintain suitable records on their identified students where required.
- To raise and discuss with SENCO any issues or difficulties relating to the role of the TA in the classroom.
- To refer any concerns relating to an individual, or groups of students, to the SENCO.
- To refer any concerns of Child Protection to the Designated Safeguarding Lead in charge.
- To attend department meetings and INSET.
- To assist students with recording, self-study and organisational skills.
- To encourage good personal hygiene and assist with necessary self-help skills
- To meet the physical/medical needs of the pupils according to a pupils individual care plan whilst encouraging independence wherever possible. Physical needs may include supporting students getting in and out of wheelchairs and in/out of hoists, provided an appropriate person has given appropriate training.
- To support individual needs in accordance with their Passport.



# Job Description

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## Key Responsibilities continued

- To support and complement the role of the teacher in individual lessons.
- To have clear lines of communication with the teaching staff that they support.
- To be aware of school procedures.

## Other tasks

- To provide invigilation if required.
- Undertake other tasks as reasonably requested..

## Key skills and aptitudes

### Training, Qualifications and Experience

#### Essential

- Educated to at least GCSE grade C or equivalent in English and Mathematics.
- Educated to at least A level in at least two subject areas.
- Evidence of classroom and special needs experience
- Evidence of working in a complex, busy, service driven environment
- Have experience of working within a secondary school

### Professional knowledge and understanding

#### Essential

- Knowledge of specific issues relating to working with children with special needs.
- Knowledge of safeguarding issues

### Abilities and skills

#### Essential

- Excellent interpersonal and communication skills, including the ability to relate well to all stakeholders
- Excellent command of written and spoken English
- Excellent ability to remain calm under pressure
- Evidence of a proactive approach to planning and prioritising work
- Commitment to own professional development
- Commitment to safeguarding and promoting the welfare of children



EVERY  
**MOMENT**  
MATTERS  
ASPIRING COLLABORATING TRANSFORMING

Thank you for your interest in working at Cleeve School.  
For more information, please visit our website and social media  
channels.

[www.cleeveschool.net](http://www.cleeveschool.net)

**Facebook:** @CleeveSchool

**Twitter:** @Cleeve\_School

**Instagram:** @cleeveschool



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