



Abbeyfield  
School

# RECRUITMENT PACK

2025



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School



# Welcome

I am delighted that you are considering a career at Abbeyfield School. Our school is a dynamic and thriving community, dedicated to fostering the development of young people. At Abbeyfield, we uphold a vision focused on nurturing students' personal skills and qualities, ensuring they are well-prepared for their future lives as successful, responsible adults.

People have always been at the core of the Abbeyfield educational experience, and I am more convinced than ever that prioritising the development of our staff is essential. We are committed to the continuous professional development of our team, offering dedicated support to ensure that our staff can thrive in their roles. For our students to reach their full potential and make a positive impact, they must be taught by individuals who reflect these values. Our focus on recruiting and professionally developing a diverse range of outstanding staff is key to providing our pupils with strong role models.

Our teaching team is eager to build upon Abbeyfield's growing reputation for excellence. We are a school that is dedicated to delivering an ambitious, broad, and balanced curriculum through high-quality, evidence-informed teaching. Our academic results at both GCSE and A Level remain strong, with student progress consistently above average.

These are exciting times for Abbeyfield. The town of Chippenham is experiencing significant housing development, and our growing reputation has resulted in an increase in pupil enrolment. Consequently, we are set to embark on a three-phase building project that will expand the school by 50%.

As one of only four maintained secondary schools in Wiltshire, Abbeyfield has also begun the process of joining an academy trust. From September 2025, we will become part of The Athelstan Trust, one of the leading educational trusts in the South West.

We warmly invite all those who wish to be part of this exciting new chapter to apply.

We trust that this recruitment pack will provide you with a valuable insight into our unique and supportive community, and I look forward to welcoming successful applicants to Abbeyfield in the near future.

**Mr Nick Norgrove,**  
**Headteacher**



# Teaching Assistant – Permanent

## Up to 28.5 hours per week - negotiable

**Start date:** ASAP  
**Close date:** Wednesday 3rd September 2025 at 9am  
**Interview date:** w/c 8th September 2025  
**Hours:** Up to 28.5 hours per week, 39 weeks per year - negotiable  
Grade E points 6 – 8 £25,183 - £25,992 pro rata based on hours and weeks per year  
**Actual salary:** £16,613 - £17,147

**Number of students on roll: 900**

Due to expansion and growth in student numbers, this is an exciting time to join Abbeyfield School. Our recent 'Good' Ofsted rating (November 2022) highlighted that 'Staff are proud of the school and enjoy working at it. Leaders and Governors are supportive of staff's workload and well-being'. As a result, both the leaders and students are looking for high-calibre staff who are committed to delivering outstanding teaching and learning opportunities for all. As of 1st July 2025, we will become an Academy, as part of the Athelstan Trust.

The Governors of Abbeyfield School are seeking to appoint an enthusiastic Teaching Assistant. The successful applicant will have the exciting opportunity to work within a highly motivated team who are fully committed to developing students to fulfil their potential. They will be required to support teachers in the classroom and students on a one-to-one basis or in small groups. Experience of working with students with various special educational needs, including those on the autistic spectrum (ASD) and those with attention deficit hyperactivity disorder (ADHD), would be an advantage as well as experience of managing positive behaviour.

### **Additional information**

Abbeyfield is a community school which occupies purpose-built premises. It is situated in a beautiful location, within commuting distance of Bath, Bristol and Swindon. The school was inspected in November 2022 and we pledge to offer the following:

- Excellent students who will work with you to achieve the highest standards
- A high-performing and growing school
- Excellent leadership, which believes in rapid and sustainable leadership
- A thriving sixth form where pupils make strong progress
- Outstanding behaviour
- Friendly and welcoming pupils who thrive in an atmosphere of tolerance and understanding

For a full information pack, please see our website [www.abbeyfield.wilts.sch.uk](http://www.abbeyfield.wilts.sch.uk) under 'joining us' or contact reception on 01249 464500

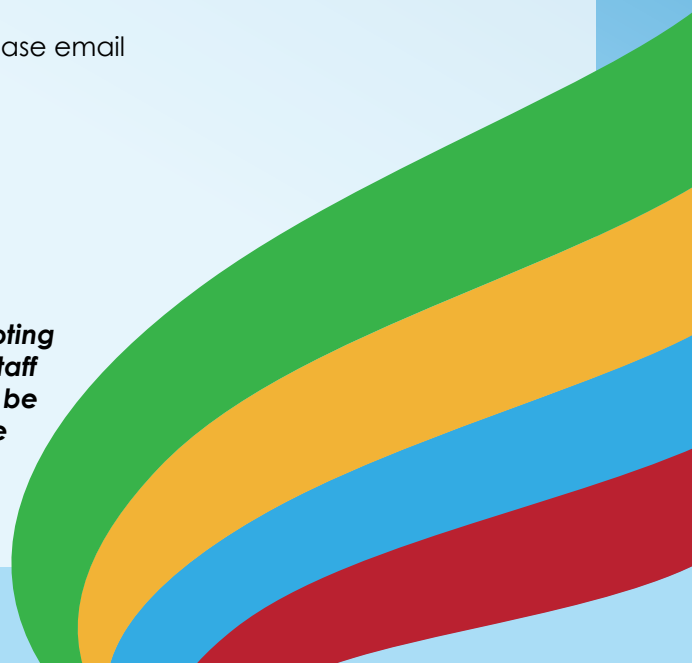
Completed applications should be emailed to [recruitment@abbeyfield.wilts.sch.uk](mailto:recruitment@abbeyfield.wilts.sch.uk)

Should you have a specific question regarding the post, please email Trudi Adams [tma@abbeyfield.wilts.sch.uk](mailto:tma@abbeyfield.wilts.sch.uk)

**Please note – We reserve the right to interview and employ the right candidate before the closing date.**

**Please note - Due to safeguarding, we ONLY accept completed application forms.**

**Abbeyfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.**



# Teaching Assistant - Grade E points 6-8

**Responsible to:** SENCo

**Responsible for:** Working with teachers to support students with a range of special educational needs and difficulties. These may include students with communication and interaction difficulties, moderate or specific learning difficulties, social, emotional and mental health difficulties or physical and sensory problems.

## KEY TASKS

### 1. Supporting students' learning, either in groups or through 1:1 work.

The exact tasks will depend on the needs of the students but may include:

- supporting the development of literacy, numeracy and communication skills;
- differentiating work for individual students to suit their ability and using knowledge of students' learning needs to suggest appropriate adjustments to lesson plans to teachers;
- clarifying and explaining instructions and ensuring students are able to use equipment and materials provided;
- motivating and supporting students and helping them to concentrate on and finish work set;
- meeting physical needs as required while promoting independence;
- producing and reviewing one-page profiles following consultation with teaching staff and Special Educational Needs Co-ordinator;
- developing appropriate resources to support students;
- assisting in the supervision of tests/assessments as directed, including acting as a reader and scribe where applicable

### 2. Supporting students' self-esteem, inclusion and behavioural development including

- encouraging an acceptance and inclusion of the student with special educational needs;
- developing methods of promoting/reinforcing the student's self-esteem and independence;
- providing individual supervision for students with behavioural problems;
- establishing a supportive relationship with students;
- reinforcing the school ethos, including expectations of behaviour;
- supervising students on outings and school activities.

### 3. Providing physical/personal care to students where required including

- undertaking mobility and speech therapy exercises following instruction and advice from a qualified therapist;
- moving in and out of wheelchairs and operating wheelchairs;
- a willingness to undertake manual handling training;
- help with dressing if required.

### 4. Supporting the teacher/s including

- using knowledge and experience of the students concerned to contribute to the development and evaluation of a suitable programme of support for children who need learning support.
- contributing to the development of system/s of recording student progress and the maintenance of this record;
- providing regular feedback about students to the teacher/s;
- clerical support e.g. collation and copying of materials.

### 5. Supporting the curriculum

- Support the delivery of literacy and numeracy
- Support teachers to make necessary adjustments in order to meet the learning needs of students.
- Deliver 1:1 or small group interventions

### 6. Supporting the school including

- where appropriate, fostering and developing links between a student's home and school;
- assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources etc;
- helping to ensure the hygiene of the teaching environment in cases of sickness or soiling;
- being First Aid trained and taking sole responsibility for this on trips.
- assisting in record keeping so data analysis can be carried out.

## OTHER DUTIES

The postholder may be required to perform duties other than those given above. These may vary from time to time without changing the general character of the duties or the level of responsibility. Such variations would not justify the re-evaluation of this post.

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health & safety regulations, guidance and procedures at all times. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance will be required. All appointments are subject to satisfactory references, police and health checks.

# Teaching Assistant - Person Specification

Essential	Desirable
<b>QUALIFICATIONS</b>	
At least 3 GCSEs or equivalent	At least 3 GCSEs or equivalent at C grade/ Grade 5 or above to include English and Maths
	Wilts LSA level 3 or other LSA qualification
	ELSA qualification
	First Aid at Work
	Manual handling training
<b>EXPERIENCE</b>	
Working with children with special educational needs and/or disabilities	Working in at least one primary KS 2,3 or 4 or secondary school
	Working with children on the autism spectrum, with ADHD, SEMH, dyslexia, dyspraxia, language difficulties, physical and sensory issues, attachment disorder etc.
	Working with students with physical disabilities
	Delivering ELSA sessions to students 1:1 or in small groups
<b>PERSONAL QUALITIES</b>	
Positive attitude to children with special educational needs and/or disabilities	Awareness of current issues relating to children with special educational needs and disabilities  An interest in the provision for the most able  Willingness to undertake first aid/manual handling training
High expectations	
Flexible and open-minded	
Ability to work in a team	
Clear understanding and respect for confidentiality	
Ability to liaise effectively at all levels	
Empathy	
Good communication skills	
Ability to help resolve conflict	
Positive attitude to personal development and training	





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# Why work at Abbeyfield?

## Here's what our staff say:

"For me when I joined as an ECT1 I was really nervous about coming in - were people going to treat me differently because I was an ECT? That was the furthest thing from the truth. Every single person at Abbeyfield made an effort with me and has gotten to know me and I felt instantly at ease. I enjoy coming to work everyday knowing that I could say hi to anyone and they would respond and have a chat with me and they genuinely care."

"Abbeyfield School is a place where staff are encouraged to grow and reach their potential. It provides opportunities to take on new challenges and responsibilities in a supportive environment, free from judgment or fear of failure. Every idea is valued, offering different perspectives to explore. It's a thriving community and an exceptional workplace"

"I like working here because everyone is so easy to get along with. Its lovely and inclusive, Line Managers/SLT are understanding and approachable, good lifelong friendships have been made here. Students are lovely and there is a calm vibe around the school. There are regular opportunities for progression and enhancing skills. I have never once thought I really don't want to go to work today!"

"It's the people. We get along well in the Humanities department, share similar values and collaborate well. I like seeing them outside of work! The pastoral staff are dedicated and hardworking, supporting students and each other when things are difficult. I can recount numerous times someone has dropped what they are doing to make time for me when needed. I feel valued for the job that I do, and appreciate the understanding afforded when I need time off for my own illness, my children's, or anything relating to family. Career wise I feel that I've been supported to progress, either through help given preparing for interviews elsewhere or the opportunities afforded me here.

And then there's the kids. They're ok. And I think that says a lot!"

"Having only started last week, I have found both the staff and students welcoming, friendly, and helpful. I have felt part of the team from the off."

## Benefits:

We are incredibly proud of the culture of success and inclusivity for both our students and staff. We put the wellbeing of our staff at the heart of all decision making and development. Just some of the benefits of working at Abbeyfield:

- A modern building and facilities
- Unlimited use of our fitness suite
- On site support for mental wellbeing
- A CPD programme that supports your growth
- A caring and supporting staff body
- An inclusive and student centred culture





# Character Development - The Abbeyfield Learner

At Abbeyfield we believe strongly in supporting our students to become the best version of themselves.

"Good character is not formed in a week or a month. It is created little by little, day by day. Protracted and patient effort is needed to develop good character.

- Herculitus - Greek Philosopher.

'The Three R's' are three key characteristics that we encourage all Abbeyfield students to develop and demonstrate on a daily basis: Responsibility, Respect and Resilience.



## **RESPONSIBILITY**

How pupils approach their life and learning.

## **RESPECT**

How pupils treat themselves, others and the school environment.

## **RESILIENCE**

How pupils cope with what life throws at them.

The Abbeyfield Learner programme ensures pupils have the relevant skills and attributes to be effective learners for their future aspirations. Pupils are rewarded for demonstrating these key characteristics in all aspects of school life. These range from tutor lessons and include extra curricular beyond the school day.

"Character development is as much a part of our curriculum as the academic subject." - Abbeyfield Learner.



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# How to apply

We primarily use E-Teach to advertise our vacancies, but they can also be found on our new website: **[www.abbeyfield.wilts.sch.uk/vacancies](http://www.abbeyfield.wilts.sch.uk/vacancies)**

If you would like more information or to arrange a tour, please contact us on **01249 464500**.

We look forward to meeting you and welcoming you to our fantastic school.







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**Reception: 01249 464500**  
**Email: [contact@abbeyfield.wilts.sch.uk](mailto:contact@abbeyfield.wilts.sch.uk)**

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