



Alsager School

TEACHING ASSISTANT (Temporary)

Monday – Friday, hours to be arranged as required.

Until 18th July 2025

Grade 4; scp 4 – 5

(Full time equivalent: £23,500 - £23,893)

39 weeks (Term-time plus 1 week)

Line Manager: SENDCo

Thank you for your enquiry about the above temporary post, working during term-time and for up to 5 days/evenings, for staff training.

This post is based in our modern, experienced Learning Support area. The team is managed by the Curriculum Leader for Learning Support (SENDCo), an Assistant SENCo, 2 full-time Teaching Assistant Leaders, and a further fifteen part-time Teaching Assistants.

The vacancy has arisen due to pupil need and we are looking to appoint an additional member of the team who has a genuine interest in helping SEN pupils to learn. Formal qualifications are not essential, however good literacy and numeracy skills and experience in supporting SEN would be an advantage. A sense of humour is a definite prerequisite!

Our Teaching Assistants work collaboratively with teaching and other support staff, within a framework prescribed by the school and in accordance with our policies, to enhance the development and education of the children.

Appropriate induction and in-service training will be provided.

About the School:

In September 2022 our school, along with 4 other local schools combined to become The Cornovii Trust. We are a local trust providing support for local schools, children, and families. Alsager School is a large 11-18 mixed, (The Cornovii Trust, TCT), with 1587 pupils on roll, including approximately 313 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff. TCT currently comprises of Alsager School, a large very successful 11-18 school, Weston Village Primary School, situated near to Crewe, Brine Leas School, Nantwich, and Audlem St. James CofE

Alsager School, Hassall Road, Alsager, Cheshire ST7 2HR

Telephone: 01270 871 100 • Email: admin@alsagerschool.org • Web: www.alsagerschool.org

Headteacher: Mrs A O'Neill



The Cornovii Trust
CEO: Mr R Middlebrook

The Cornovii Trust is a charity and a company limited by guarantee,
registered in England and Wales with company number 8597784
and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR



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Primary School, and from September 2024 Pear Tree Primary School, Nantwich has joined our Trust.

Alsager School is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing body, dedicated staff and supportive parents. Children of all abilities make impressive progress throughout the key stages. We are one of the highest performing schools in Cheshire East, and our last Ofsted in February 2016 graded the school as Outstanding in all areas.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice.

Principal Responsibilities:

To work collaboratively with teaching staff and work with other support staff to enhance the development and education of children in accordance with the aims and policies of the school.

The following duties and responsibilities will be carried out after consultation with the SENDCo and the relevant class teacher. Whenever possible the Teaching Assistant will be involved in the planning of the lessons.

- 1 To supervise and provide particular support for identified students, in 1:1, group or whole class situations, ensuring their safety and access to learning.
- 2 To assist in the development of appropriate resources, schemes of work and teaching strategies, working with the teacher to ensure the provision supports each identified student's learning needs.
- 3 To assist in evaluating identified students' progress through agreed assessment activities
- 4 To provide detailed and regular feedback to teachers on students' achievement, progress and needs.
- 5 To lead small group sessions and interventions as appropriate
- 6 To attend to the students' personal needs where required, and implement related personal programmes, including social, health, physical and welfare matters
- 7 To support with behaviour management, using appropriate strategies in line with school policy.
- 8 To contribute to creating a purposeful and supportive learning environment

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- 9 Undertake structured and agreed learning activities/teaching programmes as appropriate, adjusting activities to ensure achievement of learning goals
- 10 To assist with the supervision of students out of lesson times, including break and undertaking lunchtime duty
- 11 To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- 12 To promote the inclusion and acceptance of all students
- 13 To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- 14 To support students with their learning and development in respect of local and national learning strategies e.g. literacy, numeracy, Key Stage and/or subject specific, as directed by the teacher
- 15 To encourage students to interact with others and engage in activities led by the teacher
- 16 To set challenging and demanding expectations, promoting self-esteem and independence
- 17 To prepare the classroom as directed for lessons and clear afterwards and assist with the display of students' work.
- 18 To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- 19 To undertake student record keeping as requested
- 20 To establish and maintain positive relationships with parents/carers, gathering and reporting information as directed.
- 21 To provide clerical/admin support as required e.g. photocopying, word processing, filing.
- 22 To ensure the effective/efficient deployment of resources as appropriate.
- 23 To attend relevant meetings as required
- 24 To accompany teaching staff and students on visits, trips and off site activities as required.
- 25 To contribute to the school's Improvement Plan and its implementation.
- 26 To contribute to the whole school's planning activities

Notwithstanding the detail in this job description, in accordance with TCT's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

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In conclusion:

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The School is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire [Diversity].

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **noon on Monday, 23rd September 2024**. Interviews are likely to be held the following week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen

H.R. Manager
Alsager school
Alsager ST7 2HR

Your completed application should be received in school no later than **noon on Monday, 23rd September 2024** ideally via email to Mrs Owen at jobs@thecornovitrust.org.

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NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.

All electronically submitted applications will be acknowledged.

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of a friend.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen
H.R. Manager

sfr/ Teaching Assistant/Sept 2024

Further details about the School are available from our website: www.alsagerschool.org

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PERSON SPECIFICATION

Job Title: Teaching Assistant

Grade: 4; scp 5 - 6

CRITERIA	ESSENTIAL	DESIRABLE
Experience	Enjoy working with and have an understanding of how children learn.	Previous experience in the education field.
Qualifications/ Knowledge	Good standard of general education. Good standard of written and verbal English. Excellent ICT skills.	Relevant certification. NVQ in Learning Support.
Personality	Evident personal authority - ability to command respect from students. A positive outlook. Energetic & adaptable. Reliable. Enjoy a challenge. A resilience to absorb and cope with pressure. Able to show and use discretion.	Self-confidence.
Special Aptitudes	Excellent interpersonal skills. Self-motivated with an ability to use own initiative. Excellent organisational and time management skills. Willingness to work hours flexibly. Ability to work as an effective team member. Commitment to safeguard & promote the welfare of children.	Have high expectations of themselves. Desire to be involved in further training.
Physical Attributes	Pleasant manner.	

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