



APPLICATION PACK TEACHING ASSISTANT AT WESTFIELD ACADEMY



Westfield Academy

Seeing the qualities in every child

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Westfield Academy continues to make a significant impact on the education and personal development in our community.

We have been rated ‘[Good](#)’ by OFSTED (2023, 2018, 2014) and our student numbers remain at full capacity.

Our site has seen substantial investment, including new sports facilities and Creative Arts spaces.

We invest in our staff through dedicated wellbeing support and extensive professional development opportunities.

All students have access to their own Chromebook, improving teaching, learning and feedback.

Our full time, non-teaching Heads/Deputy Heads of Key Stage are a key element to our strong pastoral care, to calm, focussed learning.

We are also the top choice for supply teachers locally, ensuring that staff cover is genuinely “rare cover”.

Please return your application form, including the names and addresses of two referees, to Rhiannon Briggs, HR & Student Data Officer, (rhiannon.briggs@westfieldacademy.co.uk) by **09:00am on Friday 4th September**. **Shortlisted candidates will be contacted by 5:00pm on Monday 7th September 2026**. Interviews will take place later that week.

Keeping Children Safe in Education states that as part of the shortlisting process, schools and colleges will carry out online searches as part of their due diligence for all shortlisted candidates.

Detailed references will be requested for all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

I look forward to hearing from you.

With best wishes



Simon Dallimore
Headteacher



Our Values and Ethos

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens. Our teachers and support staff work hard and are fully committed to challenging and supporting the students in their care.

STRIVE—What are the values?

At the heart of our school community are a set of core values. These underpin our whole school curriculum and ethos. Our school values are:

- **Scholarship**—work hard and apply effective study habits
- **Teamwork**—be able to work positively and effectively with others, combining your efforts when working towards a shared goal
- **Be Resilient**—have self awareness, work with purpose and be willing to adapt to change
- **Have Integrity**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Be Versatile**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Have Empathy**—be aware of the feelings of others, contribute to your community and support your peers.

Students are encouraged to make the most of a wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme. We run fixtures in all major sports and have a wide range of clubs and leisure sports activities. Students benefit from working with specialist coaches and enjoy good access to community clubs on and beyond the school site. For elite performers, there are a variety of further opportunities including sports psychology, training and nutrition.

Performing Arts are a real strength of Westfield. Students take advantage of a wide range of specialist Music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and two shows a year, all hosted in our theatre.

Westfield Academy is committed to using new technologies to support both teaching and learning. From 2019 all students at both Key Stage 3 and Key Stage 4, have their own Google Chromebook. These chromebooks are used to support learning across the curriculum. All teaching staff have their own chromebook.

Learning beyond the school site includes theatre visits, Geography field trips, ski trips and visits to Spain and France.

Regular rewards assemblies and annual awards evenings are where we recognise and celebrate the very wide range of student achievements. Students are also encouraged to take on roles of responsibility such as Prefects, House Captains and Form Captains, and to help further improve their own school through our School Council. All students are members of a tutor group and one of four houses, (Aqua, Ignis, Terra, Ventus). Houses form the basis of inter-house sporting activities and fundraising events. Students are encouraged to understand, respect and celebrate diversity, not least through our annual ‘Diversity Week’ programme.



TEACHING ASSISTANT

Main Purpose of Job

- To work in one or two curriculum areas, supporting the Head of Department and class teachers to raise the learning and attainment of students
- Give support to students, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Promote students' independence, self-esteem and social inclusion
- To deliver interventions or provide specialist support to students 1-2-1 or in small groups
- To also work in Learning+, Student Support Base or the Bungalow, as directed by HLTAs or the SENCO

Main Responsibilities & Duties

Supporting the Teaching and Learning Process

Under the guidance and direction of the Head of Department or class teacher:

- Develop, maintain and apply knowledge and understanding of students' learning needs to teaching to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Follow a relational approach with students, as outlined in Westfield Academy's behaviour policy
- Use effective behaviour management strategies consistently in line with the school's policies and procedures
- Support class teachers with maintaining good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment
- Contribute to the assessment of students' learning, in particular with regard to literacy, numeracy, and IT skills.
- Contribute to the implementation of the curriculum and specific individual student targets.
- Work with and support students to ensure they are able to use ICT and other specialist equipment to enhance their learning.
- Motivate and encourage students to concentrate on and fulfil the tasks set.
- Undertake learning activities with students of varying abilities to ensure differentiation and access to the curriculum.
- Seek to ensure the promotion and reinforcement of students' self esteem, appropriate levels of effort and behaviour; to guide students to become independent learners.
- To assume sole supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in an emergency. This would not be expected in the case of inexperienced TAs.

Specialist Support outside of the curriculum classroom

Under the guidance and direction of the SEN Teacher, SENCO, or HLTAs

- Provide small group activities and 1:1 interventions, such as ELSA, Zones of Regulation, Draw and Talk, phonics and lego therapy.
- Assist in the supervision of tests, exams and assessments as directed.
- Focus support for students in areas needing improvement, both academic and social.

Development and Administration

- Assist in the development, monitoring and evaluation of programmes of work for SEN students.
- Contribute to and assist in the development and monitoring of systems for review and recording of students' progress.
- To maintain data files, resources and inventories, and photocopy, and use IT systems for SEN administrative purposes.



JOB DESCRIPTION *(continued)*

Care and specialist support to students

- Develop an understanding of and provide for students' specific personal needs to ensure a safe learning environment.
- Where appropriate, accompany students on school trips and visits.
- Under the direction of professionals, undertake activities in support of occupational, physio and speech therapy.
- To work with student groups using a range of strategies to gain acceptance and inclusion of students with special educational needs.

Safeguarding and Health and Safety

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safety and wellbeing of students, and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection and Health and Safety policies and procedures.
- Look after children who are upset or have had accidents
- Promote the safeguarding of all students in the school

Professional Development

- Keep own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development opportunities to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Attend and contribute to school staff meetings and in service training events within contracted hours or outside normal hours by agreement.
- Take part in the school's appraisal system

Other

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. You may be required to undertake other tasks and duties appropriate to the level of the role, and as directed by the Headteacher, SENCO or other senior member of staff

Facts and Figures

- School of 1055 pupils on a large and spread out site.
- Complex variety of buildings of differing ages and construction.

Supporting Processes

Problem Solving and Creativity

- On a daily basis, within prescribed guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of students, often with differing requirements, in the experience of learning and in their personal, social, health and moral education. For example, a reward system appropriate to an individual student.

Decision Making

- Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of students in relation to their education activities, behaviour and care.
- On occasions there will be the need to make immediate decisions, without initial referral to other staff.



JOB DESCRIPTION *(continued)*

Physical Effort & Working Conditions

- A normal school environment, although the job holder may be involved in external school activities.
- Most of the working day is spent standing and moving around, with periods of crouching/bending/sitting to engage students in activities.
- There may be occasional physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with students who have psychological needs.

Contacts & Relationships

Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.

Occasional communication with parents/carers

Occasional contact with professionals, as required based on individual student needs and learning plans

Additional Information

1. The normal working week is 32 hours per week, term time only, including INSET days.
2. The annual salary will be paid at Grade 14
3. Annual leave must be taken during the school holidays.
4. The appointment is subject to the general conditions of service for Westfield Academy Staff
5. Professional development is an integral part of the post. The post will be subject to an annual process of Performance Review.

Knowledge, Skills & Experience

See Person Specification.

Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.

PERSON SPECIFICATION

Qualifications & Training

Essential

- GCSE/Level 2 qualifications in English and Maths (Grades A-C or 4+) or equivalent functional skills
- A commitment to further professional development

Desirable

- Level 2 in Supporting Teaching and Learning
- First Aid Qualification

Experience

Essential

- Experience of working with children aged 11-16

Desirable

- Experience working as a Teaching Assistant in secondary education or in a similar educational role
- Experience delivering planned learning activities and interventions and supporting students with Special Educational Needs and Disabilities (SEND)

Knowledge & Understanding

Essential

- Understanding of relational approaches to working with students
- Understanding of statutory safeguarding and child protection policies and procedures
- Knowledge of how to help adapt and deliver support to meet individual student needs
- Understanding of children's SEN needs in the context of a learning environment

Desirable

- Knowledge of how statutory and non-statutory curriculum frameworks relate to students in secondary education
- Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
- Strong working knowledge of subjects and curriculum relevant to role and ability to apply this effectively in supporting teachers and students
- Understanding of roles and responsibilities within the classroom and whole school context
- Understanding of effective teaching methods for working with children with SEN

Skills

Essential

- Excellent verbal and written communication skills for liaising with students, staff and parents.
- Active listening skills
- Ability to build effective working relationships with students and adults
- Ability to adapt to the needs of individual students
- Effective organisational skills
- Possess skills to undertake general administrative tasks in relation to the post
- Good ICT skills, particularly using ICT to support learning

Desirable

- Ability to manage small groups of students, manage high standards of behaviour, and encourage independent learning
- Able to run/lead interventions for individuals and small groups
- Proven skills and expertise in understanding the needs of all students

Interpersonal Skills

Essential

- A genuine passion for working with children, coupled with a dedication to identifying and meeting student needs to help them achieve their potential
- Capacity to inspire, motivate and challenge children and young people
- Uphold and promote the ethos and values of the school
- The ability to remain calm in stressful situations
- Maintain confidentiality at all times
- Commitment to safeguarding student's wellbeing, equality diversity and inclusion
- Resilient, positive, forward looking and enthusiastic about making a difference

INFORMATION FOR APPLICANTS

Thank you for expressing an interest in this post at Westfield Academy.

Please complete the attached application form in full. Please note that CVs are not accepted as part of the application process.

We are committed to protecting the safety of all students within our care and our selection process is designed to minimise any risk. Part of the selection process will be to explore a candidate's motivation for working with students.

Detailed references will be taken up of all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

All shortlisted candidates will be required to bring evidence of identity and proof of qualifications to interview.

The selection process may involve a number of different aspects as well as a panel interview. We will endeavour to ensure that you are able to gather as much information as possible regarding the school and you will also be able to ask questions relating to the post during the interview process.

The closing date for submission of applications is **09:00am Friday 4th September 2026** with interviews taking place week commencing 7th September.

Please mark your application for the attention of Mrs Rhiannon Briggs, HR & Student Data Officer, and return it via email to rhiannon.briggs@westfieldacademy.co.uk

We look forward to receiving your application.



Terms and Conditions of Employment

Westfield Academy Trust's normal terms of conditions of employment apply to the post of Teaching Assistant. Final detailed terms and conditions are subject to agreement between the Trust and the successful candidate and will be reflected in the formal employment contract.

Employer Westfield Academy Trust

Position Teaching Assistant
Westfield Academy, Westfield Road, Yeovil, Somerset, BA21 3DB
This position is 32 hours per week, term time only and permanent.

Reporting to SENCo / HLTA

Location Westfield Academy and any other place operated by the Academy.

Start Date September 2026 (or as soon as possible after)

Salary Grade 14, £18,652—£19,248 actual salary (pay award pending)

Holidays You are entitled to take holiday during normal school holidays except where your presence is required for the proper execution of your duties.

Safeguarding Westfield Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for the successful applicant.

Pension Scheme This post is eligible to be a member of the Local Government Pension Scheme.

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