

Teaching Assistant Application Pack



September 2026

Dear Applicant

Teaching Assistant - Fixed Term

I have pleasure in providing an application form in respect of the above vacancy at The Weald School, together with some information about the post advertised and the school.

We look forward to receiving your completed application form and letter of application. In this letter you should indicate how your experience to date equips you for this post at The Weald. Please note that an application form must be completed for this post. A CV may be sent in addition to, but not instead of, your application form.

The closing date for receipt of completed application forms is **10am Monday 5 October 2026**. Interviews will be held shortly after this date.

Please note that due to limited resources at the school, we will only contact you if you have been shortlisted for an interview.

You should email your completed application form to jobs@theweald.org.uk, or send by post to me at the school address below. Should you have any specific questions relating to this post, please contact our HR department on 01403 787200 or via email on jobs@theweald.org.uk

Yours sincerely



Mrs Sarah Edwards
Headteacher

JOB DESCRIPTION

Teaching Assistant

The Weald School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: NJC Grade 4 (Points 5-6) £26,427 - £26,847 FTE, actual salary £16,544 - £16,807

Hours: 27.5 hours a week, term time only

Contract type: Fixed Term

Reporting to: Director of Inclusion

Main Purpose

- Knowing and supporting pupils with special educational needs and/or disability (SEND)
- Team member in the Inclusion Department
- Liaison with class teachers and parents

Duties and Responsibilities

Supporting the child with additional needs in the classroom

The TA will at any given time be asked:

- To assist the pupil with improving their attention and remaining on task
- To encourage the pupil to be properly organised for the start of each lesson by having correct equipment and books at the ready
- To encourage the pupil to make a contribution to the lesson by answering a question or joining in discussions
- To assist with the management of pupils with emotional or social difficulties
- To help record and explain homework assignments

- To assist the teacher with adaptive teaching strategies to reflect the pupil's needs
- To encourage acceptance by other pupils of a child's additional needs
- To encourage appropriate social interaction and discourage any inappropriate or unacceptable behaviours towards others
- To explain and help with vocabulary and subject specific words
- To encourage pupils to meet desired outcomes on Education, Health and Care Plans (EHCPs)

Supporting teaching colleagues in meeting the additional needs of pupils

- Preparing access to learning tasks
- Communicating with subject teachers on a daily basis
- To be familiarised with intended schemes of work
- Planning with subject teachers so that the TA is enabled to operate effectively in the classroom
- Working as part of the Inclusion Team to ensure that all pupils with additional needs are learning and that they are making recognisable progress in all lessons
- Withdrawing small groups of pupils for additional support when requested

Being a member of the Inclusion Department

The Inclusion Department will ensure that wherever possible and appropriate, there will be opportunities for training. This may either be as individuals attending courses, or as a team.

Please note that in the few cases of where pupils have significant physical difficulties or substantial learning difficulties, TAs may be asked if they might be prepared to:

- Accompany the pupil on a school trip - either day or residential

Health and safety

- Checking the safety of the work area
- Making sure any equipment to be used is safe
- Reporting any concerns to the Business Manager

Teaching Assistant: Person specification

Sections	Competencies	Essential	Desirable
Personal Qualities	• Enjoy being with young people	✓	
	• Highly motivated	✓	
	• Well organised, accurate and thorough	✓	
	• Able to show good judgement and respect confidentiality	✓	
	• Able to command respect from colleagues	✓	
	• A broad knowledge and common sense approach	✓	
	• A positive, flexible and proactive team player	✓	
Qualifications and Training	• GCSE pass in English and Maths	✓	
	• Good literacy and numeracy skills	✓	
	• 5 GCSEs at Grade C/Level 4 (or equivalent)		✓
	• Educated to A level or beyond		✓
Experience	• Experience of working with young people		✓
	• Experience of working in an education setting		✓
Skills and Knowledge	• A good communicator	✓	
	• An understanding of the challenges of dealing with students who may have social, emotional and/or mental health difficulties	✓	
	• Ability to motivate and support students in their learning and personal development	✓	
	• Ability to work as part of a close team	✓	
	• To interact with staff to assist with development of students		✓

Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

We are committed to diversity and inclusion, offering a supportive and welcoming environment for all.

About The Weald School

The Weald School is an 11-18 mixed comprehensive with around 1,800 students. This includes a thriving Sixth Form of about 300 students. Our students are at the heart of all that we do. The Weald is a warm, friendly and vibrant school at the centre of the community with a wonderful family feel, where each student is known and cared for. Students are well behaved, have a very positive attitude and enjoy coming to school. There are excellent relationships between staff and students. We believe that all our students have the potential for excellence. We work towards this by having high expectations of students and staff, by continually raising aspirations and by promoting our students' self-belief alongside strong moral values.



Academic outcomes at The Weald are consistently high. In the summer of 2026, our Year 13 students achieved results which put us, yet again, in the top 25% of all schools and colleges nationally. 95% of our students applying to university secured their first choices.

Our Year 11 students also attained excellent results: our most recent Progress 8 measure (from 2024*) is +0.43, meaning that our students typically make, on average, almost half of a grade more progress in each GCSE than students in the rest of the UK. Outcomes this year were similarly strong: 80% of students attained a grade 4 in English and 75% did so in mathematics.

These results follow an upward trend of improving results over time and underpins our ethos of striving for academic success alongside character education.

* There are no Progress 8 measures for 2025 or 2026 due to students not sitting Year 6 SATS.

Our curriculum is broad and balanced and offers many exciting opportunities for all students, both in school and out. Students study Key Stage 4 over three years. This presents real opportunities for creativity and varied approaches to learning through both GCSE and BTEC vocational qualifications. There are tremendous extracurricular opportunities at The Weald through sport, performing arts, Radio Weald, Weald TV, links with partner schools in Europe and Africa, the Duke of Edinburgh award, as well as a number of other trips. In short, we believe there is something for everyone at the school.



We believe achievement is not just about qualifications. Personal development is key to what we do. We have a very active School Council and a strong student voice within the school. We also have a close and effective partnership with our parents and carers. We listen to their views and use them to inform the work of the school. Attendance at school events is high, and an effective governing body has a full representation of parents.

I genuinely feel it is an honour and a privilege for me to be able to lead and develop further the education of the children at The Weald. Our students are a joy to work with. Visitors describe them as polite, courteous and respectful, making the school a fantastic place both to study as a student, and to work as a member of staff.

About the school

The Weald School serves the local community from a pleasant 25-acre site on the edge of Billingshurst. Our size offers us many advantages. We have excellent facilities, allowing us to offer a wide and varied range of academic and vocational courses at all levels. The Weald campus has been steadily improved in recent years.



An £11m expansion programme completed in 2017 funded a new teaching block for maths and art and a 400-seat dining facility. Additional improvements include new science laboratories, media room and TV studio, changing rooms, drama suite, music block and a pastoral provision area. There is also a swimming pool and fitness centre (adjoining the school site and run by DC Leisure / Horsham District Council), and two multi-use games areas.

The Weald School offers all students:

- A well-planned, broad and balanced curriculum
- A record of excellent examination results
- Well qualified specialist staff combining innovative and traditional methods in the classroom
- A secure, supportive, encouraging and happy environment
- A wide range of extra-curricular and residential activities.

What our students think about the school:

- *"Lessons are fun, and the school has a good atmosphere" - Year 7 student*
- *"The teachers have a good attitude to learning and we are encouraged and can hold our own opinions" - Year 10 student*
- *"We are able to talk to our teachers about issues and they make a real difference in our lives" - Year 9 student*
- *"I love the opportunities we get to work with younger students - it's great fun and really rewarding to support them with different aspects of their work." - Year 12 student*
- *"There is fantastic support for researching progression options for when we move on from the Sixth Form. The Sixth Form staff are always there to help with the UCAS process." - Year 13 student*

Sarah Edwards
Headteacher

September 2026