



# 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 11 full time, non-teaching Heads/Deputy Heads of Year 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 Lisa Jeffreys, Headteacher’s PA, (lisa.jeffreys@westfieldacademy.co.uk) by 09:00am on Monday 14 July 2025. Interviews to take place before the end of term.

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

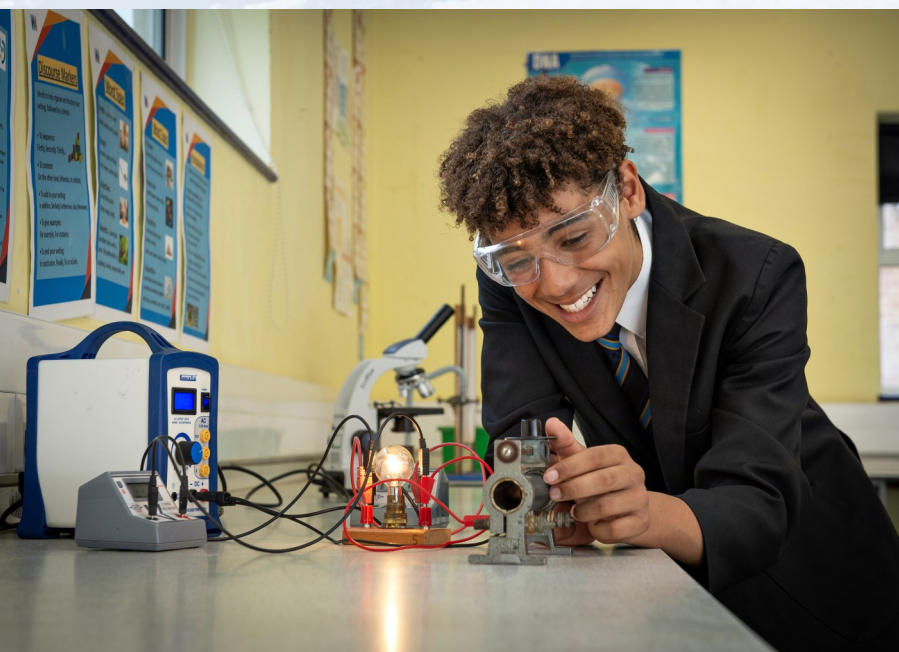
Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

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 assist the Headteacher and teachers in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables students to achieve their full learning potential and facilitates their social and moral development.
- Support is both on a one to one basis and in groups, to students with additional learning needs. This may include students with a high learning ability ('gifted/talented'). This may take place in the mainstream setting or in the SEN rooms.

### Main Responsibilities & Duties

#### Supporting the Teaching and Learning Process

Under the guidance and direction of the teacher:

- Develop, maintain and apply knowledge and understanding of students' general and specific learning needs and to ensure that support is given at an appropriate level.
- Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.
- Focus support in areas needing improvement, both academic and social.
- 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.
- Contribute to the assessment of students' learning, in particular with regard to literacy, numeracy, science and IT skills.
- Contribute to the implementation of the curriculum and specific individual student targets.
- Provide small group and 1:1 interventions as required.

#### Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment

- Assist in the development, monitoring and evaluation of programmes of work.
- To maintain data files, catalogue resources, maintain inventories, photocopy, and use IT systems for administrative and educational purposes.
- Contribute to and assist in the development and monitoring of systems for review and recording of students' progress.
- Where appropriate, accompany students on school visits.
- Attend and contribute to school staff meetings and in service training events within contracted hours or outside normal hours by agreement.

#### To provide care and supervision of students within the classroom, within the school and outside of the school

- Assist in the supervision of tests/assessments as directed.
- Develop an understanding of and provide for students' specific personal needs to ensure a safe learning environment.
- 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.



# JOB DESCRIPTION *(continued)*

## Additional duties may include

- Under the direction of Health Service 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.

## 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 teachers.

## 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.

## 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

- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
- First-aid training, or willingness to complete it

## Experience

- Experience working in a school environment or other educational setting
- Experience working with children / young people

## Skills & Knowledge

- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
- Excellent verbal communication skills
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly using ICT to support learning
- Understanding of roles and responsibilities within the classroom and whole school context

## Personal Qualities

- Enjoyment of working with children
- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children and young people





# 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 on Monday 14 July 2025** with the interviews to take place before the end of term.

Please mark your application for the attention of Mrs Lisa Jeffreys, Headteacher's PA, and return it via email to [lisa.jeffreys@westfieldacademy.co.uk](mailto:lisa.jeffreys@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, Stiby Road, Yeovil, Somerset, BA21 3EP  
This position is 32 hours per week, term time only and permanent.

**Reporting to** SENCo

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

**Start Date** 1 September 2025

**Salary** Grade 14, £18,074—£18,650 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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